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AUTHOR Sinclair, Dorothy
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ABSTRACT

A network of 13 Central Ohio libraries undertook a survey to determine: (1) which library services and resources are best provided on a regional basis; (2) which library services and resources are best delivered on a local basis; and (3) what plan for regional cooperation in service delivery is most effective. This summary report contains a description of the Central Ohio region, descriptions of local libraries, a census of library collections, and recommendations for regional network planning. Information for the report was obtained through onsite visits, observation, checking holdings, counting users and distributing questionnaires. Tables in the report cover population, regional products, employment, use patterns, network library income rankings, and comparisons of holdings in reference, selected topics and periodicals. (EMH/KVR)

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ED129228

# COIN

# CENTRAL OHIO INFORMATION NETWORK

## *RESOURCES AND STRATEGIES FOR IMPROVED LIBRARY SERVICE*

by

**Dorothy Sinclair**

**Cleveland**

**1972**

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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C ENTRAL

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I NFORMATION

N ETWORK

The COIN Libraries:

Ashland Public Library
Centerburg Public Library
Crestline Public Library
Galion Public Library
Loudonville Public Library
Mansfield Public Library
Carnegie Library of Marion
Mount Gilead Public Library
Mount Vernon Public Library
Orrville Public Library
Marvin Memorial Library
of Shelby
Carnegie Library, Upper
Sandusky
Wayne County Public Library

## PREFACE

The purpose of this report is to assist the librarians of the Central Ohio Information Network (COIN) to plan for the future. Currently, thirteen libraries--each separate and autonomous--are working together to improve reference and information services, with partial funding from a sum made available by the State Library of Ohio under the Library Services and Construction Act. Later, the same thirteen libraries hope to be able to form an Area Library Service Organization, with funding from State sources made available under the Ohio Library Development Law. In planning both for immediate and future cooperation, administrators and trustees need to decide:

What services and resources can best be provided on a regional basis?
What quality of service should be maintained at the local level by each library?
What does each library owe to its own users and to its neighbors?
Having agreed to cooperate, how can the group most effectively implement its decision?

The report will look first at the total community served by the COIN libraries, with special attention to information needs. The assumption here is that COIN will endeavor not only to give better service to those now using libraries, but will also seek to add a dimension to its offerings, giving types of service formerly impossible (in the individual libraries) to clienteles formerly unserved because of specialized needs.

In the light of information needs as suggested by community characteristics, we shall turn next to existing library services and resources, especially collections. Checkings of holdings and use patterns will be analyzed. Questionnaires filled out by users and non-users will be considered. Some attention will be given to buildings, hours of service, staffs, and incomes of the several libraries.

A separate section of the report will discuss briefly the individual libraries in turn, making concrete suggestions, where these seem warranted.

The major recommendations of the report, however, will consider the thirteen COIN libraries as a group, and will be addressed to the subject of activities which may be best carried on by COIN as a cooperative grouping of libraries. Some will be of immediate relevance to the reference project now under way, others will look forward to COIN's hoped-for status as an ALSO.

Much of the information for the report has been obtained through on-site visits and observation. In addition, a great deal has been made available through the cooperation of the COIN librarians in checking holdings, counting users, distributing questionnaires, etc. Some has come directly from residents of the region.

Statistical information has come from several sources. Library statistics, unless otherwise identified, are from the State Library of Ohio's annual directory of Ohio libraries.[1] Annual reports containing later data in some cases were supplied by librarians. The Ohio Almanac for 1971 provided some of the general statistics. Other factual data, along with general information about the region's economy and planning, came from pamphlets and brochures collected and supplied by librarians.

The willing cooperation and gracious hospitality of the librarians and trustees of the COIN libraries are most gratefully acknowledged. This final report is submitted in the hope that it will, by contributing toward better service, help repay these efforts.

Dorothy Sinclair

Cleveland, 1972.

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[1] State Library of Ohio. 1971 Directory of Ohio Libraries, with Statistics for 1970. Columbus, 1971.

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## I. THE COIN REGION - GENERAL CHARACTERISTICS

The eight-county region served by the COIN libraries appears to a newcomer to have certain clearly-defined characteristics which, because they are familiar, may be taken for granted by residents:

1. The region is rather densely populated, containing a number of sizable communities fairly close together.

2. The population appears, on the whole, remarkable homogeneous, being made up chiefly of Americans of Western European extraction, predominately Protestant and sincerely religious. Minorities, both blacks and foreign-born, constitute a relatively small proportion of the population. There are, however, sizable pockets of blacks in the eastern part of the region and in and around Mansfield.

3. There is an extraordinary concentration of industry, especially heavy industry. The region is comparable to a large industrial city in this regard.

4. In addition to its industry, the region contains some of the richest agricultural land in the state, and draws a good deal of its income from farming and animal husbandry.

5. In its eastern sector, the region contains an important recreational and resort area.

6. The region is well supplied with colleges, including two branches of Ohio State University at Mansfield and Marion, and good private colleges such as Ashland, Kenyon, Wooster. A branch of the University of Akron is scheduled for Orrville. Thus, the educational level of the population is affected not only by the availability of these facilities, but also by the presence of faculties and other scholars.

7. Many historic spots and monuments are found in the area, which is very much aware of its heritage.

8. Located as it is at the crossroads of Interstate 71 and U.S. 30, and served also by U.S.42 and 23, as well as Ohio 13, the area is easily accessible from and to Cleveland Columbus, Akron, Canton, and Toledo. Within COIN, access is easy and roads good.

## Population

The total population of the eight-county region, as of 1970, was 456,580, representing a slight decrease since 1960. This cannot be considered the population of COIN's libraries, however, since a few libraries in the eight counties have not as yet joined COIN. These are:

| | |
|---|---|
| Crawford County: | Bucyrus |
| Morrow County | Cardington |
| | Chesterville |
| | Shauck |
| Wyandot County | Carey |
| | Sycamore |

Of these, only Bucyrus is large enough to deduct a sizable population from COIN's total. The others are quite small communities. There are, of course, outlying users of these libraries not accounted for in population figures. On the other hand, residents of these communities and their surrounding areas may well use COIN libraries on occasion, since Ohio library law provides that any resident of a county may use any library within that county which receives support from the Situs Intangibles Tax--as all in this area do.

The total population served by COIN libraries cannot, therefore, be determined with certainty. It must, however, be estimated as close to 450,000; in other words, COIN as a whole serves a population which would make a city of substantial size.

Since the population, though large and located in general close to good highways, is not as concentrated as that of a city, its distribution is of some importance for library service to the region as a whole. Incorporated cities and villages account for over half, a total of 258,489. Many of the villages are quite small, however, and some are distant from larger centers. Over 35 villages have under 1,000 persons. Other centers of population of similar size are unincorporated.

Of the cities, Mansfield (54,154) and Marion (37,630) are considerably the largest. Wooster and Ashland are just below the 20,000 mark, Galion and Mount Vernon under 15,000. Shelby is just under 10,000 and Orrville under 7,500. Except for Mount Vernon, all the cities noted above showed a slight increase in population in 1970 over 1960. The decline, therefore, is in the rural population.

The unincorporated area contains a population of 198,091. This total of almost 200,000 persons are served only by the public libraries of COIN, plus State Library bookmobiles in some cases. Reaching them with library service presents to the COIN libraries a problem different from that of a concentrated city population of 450,000.

# POPULATION SURVEY - COIN REGION

| County | City | Village, etc. | | Unincorporated |
|---|---|---|---|---|
| Ashland | Ashland | Barley Lakes | 390 | |
| 43,195 | 19,902 | Hayesville | 503 | |
| | | Jeromesville | 556 | |
| | | Loudonville | 2,295 | |
| | | Mifflin | 213 | |
| | | Perrysville | 750 | |
| | | Polk | 357 | |
| | | Savannah | 357 | 17,872 |
| Crawford | Bucyrus* | Chatfield | 294 | |
| 50,441 | 13,200 | New Washington | 1275 | |
| | Crestline | North Robinson | 272 | |
| | 5,890 | Tiro | 313 | |
| | Galion | | | |
| | 13,161 | | | 16,036 |
| Knox | Mt. Vernon | Brinkhaven | 173 | |
| 41,155 | 13,073 | Centerburg | 1,035 | |
| | | Fredericktown | 1,921 | |
| | | Gambier | 1,549 | |
| | | Martinsburg | 233 | 23,171 |
| Marion | | | | |
| 63,398 | Marion | Caledonia | 793 | |
| | 37,630 | Green Camp | 495 | |
| | | LaRue | 852 | |
| | | Morral | 442 | |
| | | New Bloomington | 342 | |
| | | Prospect | 1,032 | |
| | | Waldo | 428 | 21,384 |
| Morrow | | Mt. Gilead | 2,958 | |
| 21,170 | | Cardington* | 1,654 | |
| | | Chesterville* | 257 | |
| | | Edison | 568 | |
| | | Fulton | 376 | |
| | | Marengo | 338 | |
| | | Sparta | 186 | 14,833 |
| Richland | Mansfield | Bellville | 1,573 | |
| 129,162 | 54,154 | Butler | 1,078 | |
| | Shelby | Lexington | 2,554 | |
| | 9,705 | Lucas | 775 | |
| | | Ontario | 4,365 | |
| | | Plymouth | 1,172 | |
| | | Shiloh | 828 | 52,958 |

* Not in COIN

| County | City | Village, etc. | | Unincorporated |
|---|---|---|---|---|
| Wayne | Wooster | Apple Creek | 792 | |
| 86,592 | 18,873 | Burbank | 355 | |
| | Orrville | Congress | 203 | |
| | 7,383 | Creston | 1,604 | |
| | Rittman | Dalton | 1,135 | |
| | 6,211 | Doylestown | 2,369 | |
| | | Fredericksburg | 597 | |
| | | Marshallville | 657 | |
| | | Mt. Eaton | 237 | |
| | | Shreve | 1,624 | |
| | | Smithville | 1,262 | |
| | | West Salem | 1,035 | 42,237 |
| Wyandot | | Upper Sandusky | | |
| 21,467 | | | 5,392 | |
| | | Carey* | 3,503 | |
| | | Harpster | 231 | |
| | | Kirby | 159 | |
| | | Marseilles | 153 | |
| | | Nevada | 919 | |
| | | Sycamore* | 1,089 | |
| | | Wharton | 421 | 9,600 |

* Not in COIN

| | |
|---|---|
| Total Population, 8 counties | 456,580 |
| Incorporated | 258,489 |
| Unincorporated | 198,091 |

## Employment

The industrial character of the region is amply demonstrated by statistics. Since the details of the 1970 census were not available for this study, we must turn to a 1968 Census Bureau report for employment patterns. Here we learn that:

128,002 persons in the 8-county region were employed.
70,333, were engaged in manufacturing. This is 54.9% of the total.
In Ohio as a whole, 38% of the total work force is engaged in manufacturing.

When we consider that Ohio is one of the leading manufacturing states in the nation, this percentage is significant. The COIN region is highly industrial.

Other evidence points the same way. To quote a recent article in the Cleveland Plain Dealer:

> "The city of Mansfield is in one of the nation's top 10 industrial areas. It is one of the top 100 industrial markets in the country and 76% of the people of the state live within a 75 mile radius.
>
> "More than 200 industries producing a wide variety of products offer employment. This diversity of products insures unusual economic stability and provides for continual growth."[1]

The area described in the above quotation is not precisely that of COIN. But parts of the statement do clearly apply to the COIN region.

Another group numbering over 10,000 was engaged in 1968 in construction, transportation, communication, and public utilities. From the viewpoint of information need, these types of employment are similar to those of industry.

Agriculture and mining account for considerably smaller numbers of persons, but figures are incomplete for this type of employment. Income from farming and animal husbandry forms a substantial part of the region's economy. Wayne County is second in agriculture among Ohio's 88 counties. Wyandot, a small county in area and population, is highly agricultural. Mining consists chiefly of sand, gravel, shale. Wayne County produces some coal and clay. Oil production in Morrow County, once a bright hope for a relatively poor county, appears to have declined. Efforts still persist, there and in Richland County.

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1. Helen C. Graham. "Mansfield is in Top 10 Industrial Areas," Cleveland Plain Dealer, Dec. 15, 1971.

While industry accounts for the largest proportion of the work force, another sizable group is engaged in business, or working for business establishments. Trade employed 21,798 persons in 1968; service of various types, 14,864, finance and real estate, 4,323. In addition to the vocational and management information needs of those directly engaged in business, there are business information needs related to the industries. Librarians of COIN report that the trend toward mergers and conglomerates has affected ownership of the area's industry, and that some formerly locally-owned companies have been acquired by companies based elsewhere. This fact may affect some of the specialized information needs; policies may be made elsewhere, research and development may take place elsewhere. Some business and technical information need will always, however, occur locally, and the vocational needs of workers will be a local concern. In addition, the existence of business and industry results in local union activity, also in need of information.

The location of the region, along two major highways and a number of other important roads, leads to the existence of an unusual number of motels and hotels. There are specialized publications for this industry which should be available through COIN.

A number of newspapers and a few journals--chiefly agricultural--are published in the area. The larger cities also have local radio stations. Experience has shown that both types of communication media are in need of the type of information which libraries should be able to supply.

A number of associations, chiefly of a statewide nature, have headquarters in the COIN area. These, too, may require information.

The normal demands of school, college, home, family exist here as elsewhere. They need not be highlighted here, since it is these information needs which are best supplied by the COIN libraries' existing collections. Some of the communities directly served by COIN libraries are chiefly residential. Centerburg, in particular, looks toward Columbus, and many of its residents work there.

Churches and active church membership is characteristic of the region. There is some evidence that information needs of this group are only partially met.

Recreation is not only an activity but also a business in the eastern part of the area. Information regarding recreation is provided for the participant, but there is probably also a need for information for the recreation business.

PARTIAL LIST OF PRODUCTS MANUFACTURED IN THE COIN REGION

Air towers
Aluminum cooking utensils
Auto parts
Autocall systems
Bathroom equipment
Boiler control equipment
Bowling equipment
Brick tile making machinery
Burial vaults (concrete and steel)
Cement blocks
Cement mixers
Clay machinery
Clothes dryers
Conveying machines
Cheese products
Children's garments
Cooling and refrigeration machinery
Diesel engines
Disinfectants
Dredges
Electronic controls
Electric refrigerators
Electric ranges
Farm tools
Feed mills
Fiber cans
Fire fighting equipment
Furniture
Hardware
Harness
Hydraulic components and equipment
Hydraulic presses
Jellies and preserves
Lamp and glass works
Laundry equipment
Lime and stone products
Liquid fertilizer
Locks
Locomotives
Mattresses
Metal cutting tools
Mill machinery
Milk bottles
Oil and gas well tools
Organs
Overcoats
Paper board
Paper boxes
Pipe fittings
Power pumps
Power shovels
Poultry remedies
Precision equipment
Road machinery
Roller bearings
Rubber goods
Saddlery
Seamless tubing
Sheet metal culverts
Sporting equipment
Stamped metal products
Steel abrasives
Steel castings
Telephone equipment
Thermostats
Tires
Truck bodies
Turbines
Warm air furnaces
Window glass
Women's garments

AGRICULTURAL & FARM PRODUCTS

Clover
Corn
Potatoes
Grains
Fruits
Wheat
Hay
Oats
Soybeans

Poultry
Livestock

## EMPLOYMENT IN SELECTED CATEGORIES, EIGHT COIN COUNTIES, 1968

| County | Total | Construction | Manufacturing | Transportation Communication Public Utilities | Trade | Finance Real Est. | Service |
|---|---|---|---|---|---|---|---|
| Ashland | 10,676 | 288 | 6,526 | 207 | 2,168 | 215 | 1,181 |
| Crawford | 15,897 | 353 | 10,658 | 445 | 2,565 | 301 | 1,490 |
| Knox | 10,381 | 239 | 5,308 | 456 | 2,091 | 250 | 1,847 |
| Marion | 19,068 | 768 | 9,848 | 1,357 | 4,114 | 608 | 2,206 |
| Morrow | 2,519 | 141 | 1,171 | 110 | 489 | 54 | 236 |
| Richland | 44,903 | 1,767 | 24,882 | 2,186 | 8,750 | 2,014 | 5,224 |
| Wayne | 20,532 | 1,088 | 10,362 | 965 | 4,545 | 772 | 2,170 |
| Wyandot | 4,026 | 387 | 1,578 | 146 | 1,076 | 109 | 510 |
| Totals | 128,002 | 5,031 | 70,333 | 5,872 | 25,798 | 4,323 | 14,864 |
| OHIO | 4,348,002 | 166,900 | 1,430,900 | 214,600 | 727,800 | 146,200 | 517,000 |

Percentage engaged in manufacturing, COIN -- 54.9%
OHIO -- 38 %

Source: U.S.Dept. of Commerce. Bureau of the Census. 1968 County Business Patterns, Ohio

NEWSPAPERS AND OTHER JOURNALS PUBLISHED IN THE COIN REGION

Communities with Daily Papers

Ashland
Bucyrus*
Galion
Mansfield
Marion
Mount Vernon
Shelby
Upper Sandusky
Wooster

Communities with Weekly Papers

Bellville
Cardington*
Carey*
Centerburg
Crestline
Dalton
Fredericktown
Kidron
Loudonville
Mount Gilead
New Washington
Ontario
Plymouth
Rittman
Sycamore

Other journals or magazines

Kenyon Review (Gambier)
Ohio Jersey News (Prospect)
Ohio Holstein News (Wooster)

SOCIETIES AND ASSOCIATIONS LOCATED IN THE COIN REGION

Monument Builders of Ohio, Galion
Ohio Association of Election Officers, Mansfield
Ohio Association of Mutual Insurance Companies, Wooster
Ohio Auctioneers Association, Ashland
Ohio County Home Superintendents and Matrons Association, Mansfield
Ohio Dorset Sheep Breeders Association, Chesterville
Ohio Geological Society, Wooster
Ohio Jaycees, Marion
Ohio Motel Association, Inc., Mansifled
Ohio Newspaper Women's Assocoation, Wooster

Communities with Radio Stations

Ashland, Bucyrus, Mansfield (2; 1 FM only), Marion, Mt.Vernon
Wooster TV Cable in region.

* Not in COIN

## II. THE LIBRARIES OF COIN - GENERAL CHARACTERISTICS

The elements of library services consist of:

Books and other library materials
A building (or other outlet) where materials are used and stored, and from which they are borrowed
Personnel to select and organize the materials and to assist the public in using them

None of these elements can be provided without money, which must therefore be considered another essential.

In this section, we shall consider the libraries of COIN with regard to these essentials, leaving aside for another chapter, however, the first essential, materials. The following questions will be asked:

What are the characteristics of COIN's library buildings, with regard to age, condition, location, size, convenience and efficiency of arrangement?

How well are services provided to outlying residents?

What are the characteristics of the people who work in and for COIN libraries? How many are there, what is their training, what do they do?

What are the hours of service of COIN libraries?

How much money is spent by COIN libraries? How is it divided, geographically and in categories? How is need determined?

Some of these matters will be covered in more detail in a section devoted to comments on individual libraries.

### Library Buildings

In assessing a library building, one looks at the following features:

Location: Is it easily reached? In a location frequently passed by vehicular and foot traffic? Is there parking available?
Signs: Is the library clearly marked? If it is not on a main street, are there signs on such streets pointing out its location?

Age and condition of the building: Is it well maintained? Attractive, inviting? modern looking?

Space: Is it too crowded? Is there sufficient space for necessary tables, chairs, files, aisles, traffic?

Internal arrangement: Are service areas and materials locations clearly defined, marked, easily found? Are materials near others which are related? Are equipment and furniture near materials related to their use--e.g., catalog near reference desk and books, index stands near materials indexed, tables and chairs near reference books, etc.

Facilities: Are there sufficient special pieces of furniture and equipment? Is there sufficient lighting? Is work and staff space adequate?

It is suggested that the librarians and trustees of COIN review their own libraries in the light of the above questions. Long familiarity with a building commonly creates a blindness to its shortcomings.

The thirteen main libraries of COIN fall into four categories in general:

1. New or relatively new. Only one is really new, but one or two others do still have space, the necessary facilities, and an absence of clutter.

2. Older, but remodelled. Several old buildings have had additions added some years ago. Most of this new space is now quite full. Some have utilized downstairs space for a separate children's room; others are considering this change. These libraries have now reached the point where either additional space must be found or drastic weeding of collections must take place.

3. Quite old buildings. Several of the libraries occupy original Carnegie buildings. All are well maintained, and some have been adapted with considerable taste. Space is broken up, however, in such a way that service cannot be given economically and conveniently. Cost of maintenance in such old buildings is extremely high.

4. Non-library space adapted for library use. There are two types of space involved. Two libraries occupy old mansions--one with an addition. Each is only partly usable and neither is appropriate. Both are expensive to maintain. Two others occupy nonlibrary space whose original purpose is not clear. One at least is fairly satisfactory except for crowding. One store-front library is excellently located and well arranged. It, too, is too small.

Other general comments:

Signs: Practically all the buildings could use better signs, inside and out. The assumption that"everybody knows where the library is" is frequently less true than librarians and boards believe it to be. User questionnaires asked for better inside signs and directions. "Silence" signs, however, have no place in the modern public library.

Parking: Most of the libraries own parking lots, too small in some cases, ample in others. Unfortunately, those in a downtown area (often otherwise the best location) are less likely to be able to afford free parking lots, or to be able to control their use. City-operated, low cost metered lots adjacent or nearby are effective in some locations.

Location: Most of the libraries are well located, in downtown areas or just off main streets.

Appearance: Several have an old-fashioned "institutional" look. All are well maintained, but some have not been redecorated in the sense of being modernized. Massive old loan desks are a special problem, and should be minimized as much as possible. Use of posters, color in curtains, cushions, etc.,helps to make the library more inviting. (Shelby's new room for elementary-age children is a good example.)

Convenience and efficiency of internal arrangements: A number of the older buildings are poorly arranged. Bearing walls, enclosing small rooms, create problems of arrangement, staffing, supervision.

Unfortunately, the manner in which most public libraries in Ohio must obtain funds for buildings makes difficult an early solution to these problems. Most must save building funds from current income. Where bond issues can be floated, this is a better solution, but 1972 is not a good year in which to attempt such an effort in many communities. As a result of this situation, Ohio's library buildings, on the whole, tend to compare unfavorably with those in some other states, even some whose total library income is less than Ohio's.

## Extension Service

Under Ohio law, every public library receiving support from the Situs Intangibles Tax yield agrees to give service to every resident of the county, since the tax is collected on a countywide basis. This obligation exists for every library, regardless of its type--municipal, school district, association, or county district. In addition to this general requirement,

one public library in each county (usually the largest) may be designated by the State Library of Ohio as the county extension library and receives a payment to extend its service beyond its immediate service area to the surrounding rural part of the county.

Extension of library service to rural areas has traditionally taken two forms, bookmobile and branch service. Both exist in the COIN region:

Bookmobile service:

Advantages include:
- Mobility. Service can be taken to a scattered population
- Economy of utilization of resources. More "mileage" can be obtained from a bookmobile's materials and staff than is true of fixed collections open only a few hours a week.
- Quality of service can sometimes be better, because of the two above characteristics

Disadvantages include:
- Hours and frequency of service. Convenient hours for everyone are impossible. Most bookmobiles make bi-weekly stops.
- Space limitations. Only relatively small collections can be carried. Catalogs are usually impossible. If recordings and periodicals are carried, there is less space for books. Copying, working in the bookmobile is usually out of the question. Reference service is usually sketchy.

Four of the libraries in the COIN area operate bookmobiles. These are:

Ashland -- One vehicle which makes 9 school stops and 3 community stops. It contains chiefly children's books, with only 3 shelves of adult material.

Mount Vernon-- One vehicle which makes 13 school stops and 12 community stops, containing a balanced reading collection

Mansfield -- Two vehicles, only one of which serves outside the city, reaching 13 school stops and 3 community stops. The Mansfield Branchmobile service is of a different type which will be noted later.

Wayne County -- One bookmobile serving 20 schools.

In addition, the State Library of Ohio provides bookmobile service in Morrow County, serving chiefly children, and in Marion County, serving communities and outlying city areas. Marion contracts for this service. Mount Gilead Public Library acts as fiscal agent in making payment.

Three of the four locally-operated bookmobiles emphasize school service. That is, they contain children's collections almost exclusively, offer few if any community stops, and have little to offer adults.

The value of school-related bookmobile service is one about which professional library opinion is somewhat divided. It is felt by some that children coming in class groups troop through the bookmobile almost on an assembly-line basis, and can receive little personal attention.

This service is a poor substitute for a school library, and sometimes its existence inhibits the establishment of a school library. None of the four bookmobiles owned and operated by COIN libraries receives income from the school districts for this service, in spite of an Ohio court decision which ruled that public library operation of school library service should not be expected to be financed from the public library's income.

Branches

There are 13 branch libraries in the COIN area, as follows:

| | |
|---|---|
| Mansfield: | Bellville |
| | Butler |
| | Lexington |
| | Plymouth |
| Marion: | Caledonia |
| | LaRue |
| | Prospect |
| Mount Vernon: | Danville |
| | Fredericktown |
| Wayne Co.: | Creston |
| | Doylestown |
| | Rittman |
| | Shreve |

In addition, Mansfield's "Branchmobile" service makes long stops in four urban areas. It is offered weekly, and includes evening hours. There is a regular staff and a separate collection.

Advantages of rural branch service include:

Space for reading, writing, etc.
Longer hours than most bookmobiles can match

Disadvantages may include:

Extra costs, for deliveries of requests, etc.
More duplicate material needed, some of which is dormant while branch is closed

Two of COIN's counties have no service outside stationary independent libraries: Crawford and Wyandot. The outlying residents of Crawford County are not the chief responsibility of the two COIN libraries in that county, Crestline and Galion, since Bucyrus (not in COIN) would be expected to give this service. In Wyandot (a relatively small county, the three public libraries at Upper Sandusky, Carey and Sycamore (the two latter not in COIN) are presumably assumed to reach all potential users.

To the surveyor, the service to outlying residents in the COIN region is one of the weakest spots in library service. It clearly varies from county to county. Children are, by and large, better served than adults.

The assumption that adults will use the library in the city is difficult to test. Fortunately, however, we have data about the use of one library because of its circulation system. Wayne County uses a system which requires each borrower to write his name and address each time material is loaned. This library's handsome new building should be an attraction; the library's name clearly indicates its availability to all county residents. Its use pattern, therefore, ought to give a fair test of outlying use.

A count was made for a period in October, including a weekend, and revealing the residences of 955 borrowers. Of these, 798, or 83.5%, lived in Wooster, and 16.4% came from outside the city. A detailed analysis will be included in the section of this report dealing with the Wayne County Library. Here, the point to be made is that this fine new facility does not apparently serve directly many users from outside Wooster. There seems, therefore, a reasonable presumption that other city libraries, such as Ashland, also fail to attract large numbers of outlying residents. Proof would require a check of circulation and addresses which was impossible in a survey such as this. But the Wayne County experience provides an example which is probably valid elsewhere.

The total population residing in unincorporated areas of the eight-county region is 198,091--almost 200,000 people. Some are not the responsibility of COIN libraries. Some are of school age, and may be reached by bookmobiles. Some are served by branch libraries. But, given the areas in the counties, it seems highly probable that many adults are not served in any meaningful way. Service to these taxpayers should be a matter of serious concern to COIN.

Staffs and Hours

It is difficult to determine precisely how many staff-members are employed by COIN libraries, since there are many part-time employees, some working a few hours, some almost full-time. The number and hours vary from time to time, depending on volume of business. However, the 1970 figures published by the State Library of Ohio show that the total complement of full-time equivalents was 122. Listed in order of number, these are distributed as follows:

| | |
|---|---|
| Mansfield | 44 |
| Wayne County | 24 |
| Marion | 15 |
| Mount Vernon | 10 |
| Ashland | 9 |
| Shelby | 5 |
| Orrville | 4 |
| Galion | 3 |
| Upper Sandusky | 3 |
| Loudonville | 2 |
| Crestline | 1 |
| Centerburg | 1 |
| Mount Gilead | 1 |
| | 122 |

There were considerably more individuals employed than that total.

It is a mistake to expect to find a stable relationship between staff and hours of opening. There is, of course, a connection. In the smaller libraries, the connection may be close--in that the librarian is sometimes expected to be on duty at all times the library is open. Even here, however, the assumption that hours and manhours should coincide is unwarranted and may work a hardship on library service. Many activities may best be undertaken away from public service--preparation for story hour, radio program, newspaper publicity, to name only a few undertaken by even the smaller libraries.

It is, therefore, not surprising to discover that hours and staff complement do not, in fact, offer much of a correlation. It should be remembered that the hours are those of the main library, without taking into account extension service, while staff is total.

| | |
|---|---|
| Wayne County | 69 hrs. |
| Mansfield | 68 |
| Orrville | 66 |
| Mount Vernon | 63 |
| Marion | 63 |
| Upper Sandusky | 54 |
| Ashland | 52 |
| Shelby | 50 |
| Galion | 45 |
| Loudonville | 43 |
| Crestline | 30 |
| Mount Gilead | 28 |
| Centerburg | 26 |

Mansfield's larger staff reflects its additional outlets, its specialized service in a variety of subject areas and its consequent need to spend more time on selection of materials, its school service (classroom collections as well as bookmobile stops), and its service to the homebound.

Marion's staff appears small for the size of the operation. Here we must take into account the bookmobile service given under contract by the State Library. If the library gave it directly, additional staff would be listed. Nevertheless, Marion's manpower does appear to be somewhat below par, in comparison with others. Mount Vernon also seems to manage with a rather small staff.

Although there was some interest expressed among library users who filled in questionnaires in January, 1972, in increased hours, there is some doubt that such increases are warranted. It has been the surveyor's experience that small and medium-sized public libraries more frequently err on the side of too many rather than too few. The cost of staffing and utilities must be weighed against the materials which might be acquired with the same money. If few people use the library during certain periods, a curtailment of hours may be worth considering.

A record of use by day and hour was kept by the libraries during the second week in January, 1972. It must be emphasized that one week is an insufficient sample on which to base conclusions or recommendations. The week in question had a storm on Friday and was very cold on Saturday. Such special occurrences as meetings, story hours, class visits and carpet laying affected the picture. The results are presented here merely as an illustration of a type of check which can readily be undertaken by any library, and which may result in a change of hours.

Should the COIN libraries agree to permit reciprocal use, hours may be adjusted cooperatively. For example, a number are closed on Wednesday and quite a few close early on Saturday. None gives Sunday service, although there were requests for this on questionnaires. Nearby libraries might consider coordinating their service to good advantage.

Six of the COIN libraries are administered by librarians with degrees from graduate library schools. The largest contain other professionally-trained staff--Mansfield and Wayne County have several with these qualifications. One librarian without such training is taking courses on her own time. It is the surveyor's impression that the group as a whole is interested, alert, and eager to do a good job. One of the advantages of COIN is that a COIN librarian will be available to advise, to assist, and to give training sessions to COIN staffs.

## USE PATTERNS, SAMPLE WEEK, BY DAY (PERCENTAGES)

| | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| Ashland | 47.5 | 8.6 | -- | 14.7 | 14.5 | 14.7 |
| Centerburg | 22.1 | 26.3 | 25.3 | -- | -- | 26.3 |
| Crestline | 29.3 | 31.8 | -- | 22.6 | 11.5 | 4.8 |
| Galion | 46.6 | 24.1 | -- | 6.9 | 10.5 | 12 |
| Loudonville | 27 | 16.9 | -- | 20.9 | 16.3 | 18.7 |
| Mansfield | 26.7 | 20.8 | 19.4 | 8.7 | -- | 24.3 |
| Marion | 19.7 | 22.9 | 22.7 | 12.2 | 4.2 (eve) | 18 |
| Mount Gilead | 20.1 | 20.8 | 26.4 | 7 | 25.7 | -- |
| Orrville | 25.6 | 23.5 | 19.7 | 16.5 | -- | 14.6 |
| Shelby | 25.9 | 26.3 | 18.3 | 14.4 | -- | 15 |
| Upper Sandusky | 20.7 | 26.5 | 19.6 | 16.2 | -- | 17 |
| Wayne County | 18.6 | 24.8 | 20.7 | 22.1 | -- | 13.8 |

N.B. Fridays omitted for libraries open every day. Mt. Vernon N.A.
Weather bad Friday and Saturday
Adjustments made for story hours and class visits

## USE PATTERNS, SAMPLE WEEK, BY HOUR (PERCENTAGES)

| | A.M. | 2 P.M. | 4 P.M. | Evening (8 P.M.) 6 | 8 |
|---|---|---|---|---|---|
| Ashland | -- | 20.9 | 34.8 | 19.9 | 24.5 |
| Centerburg | Tue & Sat 8.8 | 21.6 | 36.1 | 33.5 | |
| Crestline | -- | 26.1 | 42.2 | 31.5 (incl.) | |
| Galion | 12 | 17.2 | 62 | 8.6 | |
| Loudonville | 30 | 23.6 | 42.3 | 3.5 | |
| Mansfield | 10 | 21.8 | 42 | 26.3 | |
| Marion | 6.3 | 17.2 | 39.5 | 37 * | |
| Mount Gilead | -- | 35.4 | 46.5 | 18.1 | |
| Orrville | 30.4 | 18.5 | 37.6 | 13.4 | |
| Shelby | Sat. 4.7 | 21.3 | 33.7 | 40.1 | |
| Upper Sandusky | -- | 23.1 | 40.4 | 36.5 | |
| Wayne County | 25.4 | 19 | 29.5 | 26.2 | |

*Children's Dept. open 2 eves. only.

## Library Income and Budgets

The thirteen COIN libraries all receive their chief support from the Situs Intangibles Tax, as do most public libraries in Ohio.

Among Ohio's 88 counties, as of 1970 (latest available figure) proportions of the tax yield available to libraries were as follows:

| | |
|---|---|
| 100% for libraries | 27 counties |
| 90-99% for libraries | 21 counties |
| 80-89% for libraries | 15 counties |
| Below 80% | 25 counties |

Unfortunately, the eight counties in the COIN region were all in the last category receiving under 80%. Wayne and Wyandot came close with 79%. Lowest were Crawford and Morrow. In the latter case, the low percentage applied to a county with a low income brought in 71¢ per capita for libraries, of which the county has four! Since 1970 some counties have increased the library proportion. Marion County's appeal brought its library share over the 80% mark for 1971, for example.

A number of librarians and board members have noted the difficulty in convincing the Budget Commission of the library's need for additional funds. This is important, since libraries have been judged to have first claim on the yield if they can show need. Certain needs seem manifest to this surveyor and these have been pointed out in this report.

At the moment of writing, the future of an anticipated increase in total yield (as a result of the state income tax) is in doubt. Should librarians be entitled to receive this increase, and should it reach anticipated proportions, additional income may become available.

COIN hopes, of course, to participate as an ALSO (Area Library Service Organization) when the Ohio Library Development Plan is funded. Should only partial funding take place, libraries in counties with low percentages allocated to libraries may conceivably be at a disadvantage. For every reason, therefore, efforts should be made to increase local support.

Recent studies[1] have shown that, in Ohio and nationwide, the costs of operating libraries have risen at a faster rate than has library income. Tax income of all types has not risen as fast as have salaries and other costs in the public sector in general. COIN libraries should be able to demonstrate a need for additional income even to "hold the line."

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[1] See, for example, Frederick D. Stocker. Financing Public Libraries in Ohio. Columbus, Ohio State Univ. Press, 1971, pp. 12 ff.

Of the larger libraries, Marion does not seem to be as well supported as the others in the same general group (Mount Vernon and Wayne County), considering its responsibilities. Mansfield, with the largest population and service program, is also falling behind in some respects. For example, Wayne County was able to add more volumes than Mansfield in 1970.

The following table shows library incomes for 1970, with amounts expended for salaries and library materials. These figures, taken from the State Library's statistics, differ somewhat from those the libraries themselves reported. They are given here because they represent official reports and are presumably reasonably comparable.

LIBRARY RANKINGS ACCORDING TO INCOME, 1970

| Library | Tax Income | Total Income |
|---|---|---|
| Mansfield | 305,000 | 325,940 |
| Wayne County | 254,193 | 267,511 |
| Marion | 118,281 | 130,527 |
| Mount Vernon | 70,707(5th) | 84,132 |
| Ashland | 74,050(4th) | 76,934 |
| Shelby | 53,500 | 57,867 |
| Upper Sandusky | 45,408 | 50,337 |
| Orrville | 34,865 | 38,930 |
| Galion | 31,990 | 33,308 |
| Crestline | 24,527 | 25,268 |
| Loudonville | 23,082 | 23,563 |
| Centerburg | 6,200 | 6,345 |
| Mount Gilead | 5,025 | 7,866* |

*Includes a sum for bookmobile contract with the State Library for which this library acts as agent.

Library standards for expenditure should be used with extreme caution. We have noted elsewhere the differences which extension service and multiple outlets may create. Very roughly, however, it is normally anticipated that from 65-75% will be used for salaries, and 20-25% for books and other library materials. As was noted earlier, an expenditure required of a good many COIN libraries is that of maintaining and heating old buildings.

LIBRARY EXPENDITURES FOR SALARIES AND MATERIALS IN ORDER OF RANK

| Salaries - 1970 | | Materials | |
|---|---|---|---|
| Mansfield | $192,207 | Wayne County | $55,049* |
| Wayne County | 134,527 | Mansfield | 48,245 |
| Marion | 73,732 | Marion | 29,205 |
| Mount Vernon | 45,201 | Shelby | 13,677 |
| Ashland | 39,188 | Mount Vernon | 12,814 |
| Shelby | 31,394 | Ashland | 12,554 |
| Orrville | 20,705 | Orrville | 9,692 |
| Upper Sandusky | 17,131 | Upper Sandusky | 7,096 |
| Galion | 14,583 | Galion | 4,562 |
| Loudonville | 11,500 | Loudonville | 3,005 |
| Crestline | 7,666 | Crestline | 2,203 |
| Centerburg | 3,193 | Mount Gilead | 1,273 |
| Mount Gilead | 2,937 | Centerburg | 1,060 |

*Note: This figure includes payment for processing as well as for materials themselves.

An additional concern for some COIN libraries has to do with budget preparation. Normal procedure calls for a determination of need for the coming year in terms of programs planned, services projected, and anticipated costs. Ordinarily these estimates are prepared by the librarian, submitted to the Board, discussed, reviewed, and approved before submission to the Budget Commission. In Ohio counties with more than one public library, it is becoming increasingly desirable to arrange a meeting of librarians and boards to attempt to arrive at an agreement about budgets before presenting them to the Budget Commission.

Some of the libraries in COIN are apparently unable to follow the above sequence. Some librarians are not involved in budget preparation. In some counties, a set percentage of tax yield is adhered to with little or no further discussion. In some, the board takes all responsibility for the budget, including preliminary estimates. In others, distribution of of surplus income (above and beyond estimates) takes place so late in the fiscal year that expenditure is difficult; in such cases, an unencumbered balance may be adduced as evidence that no increase is needed. These procedures do not represent modern library practice. Librarians must be involved in budget preparation, as the only persons closely enough involved in daily operations to determine need with accuracy. When undetermined funds may be expected to become available late in a fiscal year, it is wise to have orders for materials (needed but purchasable in either year) ready to encumber immediately so that balances will not be shown at the year's end.

## Users and Non-Users

Several indications are available to help characterize the library users of the COIN region:

A count made simultaneously at the several libraries at different times each day during the same week of January, 1972, by age and sex.

A questionnaire response from users of the libraries during the second week of January, 1972, indicating a number of facts, including purpose of visit and in some cases occupation.

A mail questionnaire sent at random to approximately 1,000 persons listed in telephone directories of the COIN region, indicating use/non use and reasons for response.

The count by age and sex showed, as might be anticipated, that adult women use the library more than do men. The proportion of young adults and children differed widely from library to library, as can be seen from the table which follows:

## USE PATTERNS, SAMPLE WEEK

Percentages By Type of User

| Library | Adult Male | Adult Female | Young Adult | Child |
|---|---|---|---|---|
| Ashland | 17% | 22.3% | 23.3% | 37.3% |
| Centerburg | 14.4% | 24.7% | 40.2% | 20.6% |
| Crestline | 11.8% | 27.1% | 32.8% | 28% |
| Galion | 13.7% | 26% | 26% | 34% |
| Loudonville | 24.4% | 31.4% | 16.9% | 27.3% |
| Mansfield | 22.8% | 16.2% | 46.5% | 14.3% |
| Marion | 16.4% | 19.5% | 49.6% | 14.5% |
| Mount Gilead | 6.2% | 34.7% | 25.7% | 33.3% |
| Orrville | 22.1% | 34.1% | 13.5% | 30.2% |
| Shelby | 12.3% | 21.1% | 28.7% | 37.7% |
| Upper Sandusky | 12% | 26.5% | 26.3% | 35.2% |
| Wayne County | 17.9% | 22% | 33.1% | 27% |

Mount Vernon figures Not Available

The user questionnaire brought forth a total of 1,264 responses. Not all users answered every question. Results were as follows:

Frequency of use: Most users come often. 650 said weekly or bi-weekly, 395 monthly, 191 occasionally.

General purpose: asked to distinguish purpose as between information and recreation, many said both. Totals (including "both" votes in both categories) were: Information, 981, Recreation, 937. It is noteworthy, however, that the larger the library the higher the incidence of information use. Among the three largest libraries (Mansfield, Marion, Wayne County) information polled 589 and recreation 347. It is clear, then, that the proportion of recreational use rises in the smaller libraries.

More specific purpose: School and college work polled 368 uses; home and family 355, occupation/vocation 316, "other" 275.

Success of library use, etc. A vast majority of those replying found what they wanted. About 12% said "partly" and only about 3% did not. About 65% asked for help, either on this trip or on other occasions. Practically all users had a favorable overall impression of their libraries.

Requests for subjects and types of materials have been noted elsewhere in this report, in the section devoted to library collections. It is noteworthy (although not uncommon) that there were inconsistencies in some replies. A number of users asked for materials and services which were actually available. In some cases, these users did not ask for assistance.

Occupations: Only 393 indicated occupations, since this response was asked for only in cases where "occupation/vocation" was checked as a reason for use. This fact accounts for the small number of students noted here. Leading groups were:

Teachers - 89
Homemakers - 72
Retired - 31
Sales - 23
Engineers - 18

Only 6 listed agriculture, 14 were connected in some way with the arts, 2 with newspapers. Not including those already noted, 51 were engaged

in business or professional work, 21 in skilled trade or technical occupations, 29 in office work.

The mail questionnaire was not as revealing as might have been hoped. It is not surprising, however, that this technique yields somewhat superficial results. Depth interviews--impossible in this case--have proven more revealing as to reasons for non-use.

Of approximately 1,000 questionnaires mailed, 135 were returned. For this type of mailing, the total response was good. It appears probable, however, that residents interested in libraries might have been more motivated to respond than others. Many of the respondents, at any rate, would have to be considered library users on their own showings.

Had used a public library within the month - 48
within the last 6 months - 24
within the last year - 16
at some time - 4
Had used a non-public library but not a public one - 8
Non-user - 34

Reasons for non-use did not reveal a pattern. "No time," an easy answer, appeared most frequently, 11 times. Six persons declared they bought their own books. Several confessed they had never set foot in a library. Rarely was there an indication of dissatisfaction--a few cases of failure to find what was wanted, of what was felt to be indifferent service, of inconvenience such as difficulty in parking. Several did, however, complain that material in their local libraries was out of date.

Topics mentioned as interests by this group included: accounting, current travel information, current problems, "the future," winemaking, photography, sailing, foreign literature, marine biology, greenhouse gardening.

A few noted that a trip to the library would be difficult if not impossible:

"I am retired and have no transportation."

"When you live in the country and are a farmer it is hard to get to a library in town."

A few noted specific lacks:

"I am a teacher and they don't have good research material for my use."

"Barberton more convenient and has more technical material."

A final indication of user categories occurred in connection with lists of reference questions received during the test week in January. In addition to jotting down the questions themselves, library staffs noted age and sex of inquirers. In general, these results bear out the actual user counts made the same week.

| Library | Adult Male | Adult Female | Young Adult | Child |
|---|---|---|---|---|
| Ashland | 11 | 18 | 26 | 34 |
| Crestline | 4 | 2 | 5 | 5 |
| Galion | 6 | 12 | 12 | 18 |
| Loudonville | 1 | 4 | 2 | 3 |
| Mansfield | 41 | 69 | 69 | 5 |
| Marion | 26 | 23 | 57 | 1 |
| Mount Gilead | Adults 5 | | Young Ad./Child-4 | |
| Orrville | 22 | 26 | 23 | 7 |
| Shelby | 4 | 7 | 21 | 12 |
| Upper Sandusky | 3 | 9 | 13 | 4 |
| Wayne Co. | 19 | 91 | 149 | ? |

Centerburg and Mount Vernon sent totals but no breakdown. It seems probable that these figures are from reference desks, and may not include separate Children's Room use.

Comments on Individual Libraries

It would be absurd for the surveyor to claim, on the basis of one or two brief visits, the reading of reports, and the analysis of statistics, to be able to make final pronouncements about the individual libraries' needs. The following jottings represent impressions and contain suggestions to be weighed by librarians and trustees in the light of their greater knowledge of their own situations. It is true, however, that a newcomer often sees much that, because of familiarity, is hidden from those closest to it.

These comments should be read in the light of the general, and fuller, comments found earlier in this section, and in the section to follow devoted to collections.

Ashland

Is beginning to feel a space problem.
Could save some space through weeding, which is recognized as desirable. There is a problem of finding time for a through checking of the collection.
Reference books, especially encyclopedias, are too far from tables for convenient use, and should adjoin the adult, not the children's section.
Extension service, for which this library is responsible in Ashland County, is too much oriented toward children. Adults of Ashland County need to be reached more effectively.
Librarian should prepare desiderata lists of materials (needed but not in heavy current demand) in anticipation of distribution of surplus tax income.

Centerburg

A small library with necessarily limited collections and services
Has made great strides in recent months
Should send more requests to COIN before calling on State Library
Must be realistic about goals in view of small budget and community
Would benefit from many of the activities recommended for COIN in this report.

Crestline

Has improved community image and reached new users recently
Is using COIN services, and would benefit from new ones

Could make better use of Readers Guide and periodicals (both local and COIN holdings) if the index were shelved on a table, instead of on regular shelves, at above eye level.
Space in present building is now tight. (New building may be in the offing). Perhaps the picture-book table for small children (which while attractive appears to be little used) could be stored until the new building comes into being, to provide much-needed table and index space.

## Galion

Building is well-kept, but it is elderly and needs a touch of liveliness
Meeting room needs dark shades for daytime films
All-woman board is clearly capable and interested, but might not be felt to be representative. Could not one or two men be added?
Board review of materials selected is an outdated custom, and is in any case a mere formality. Should be discontinued.
Librarian is eager for help and would benefit from COIN librarian's advice.

## Loudonville

Well-located and good small library
Space problem is acute, and is recognized as such by librarian and board
Perhaps should seek to add more material on current problems
COIN can supply more book depth

## Mansfield

Sound, solid, good library for its size, perhaps a little conservative and in need of a livelier image
Collections in general the best in the region and a good resource for COIN
In recent years, however, may have been losing ground in collections, because of failure of book funds to keep pace with rising costs
Old building beautifully kept and tastefully decorated, but far from functional and costly to maintain

While city branch(es) are needed, and have been recommended by a survey, it is impossible to postpone indefinitely the recognition that the central building should also be replaced.
Mansfield's minority population is sizable, and may need additional services, such as those now given in predominately black communities elsewhere.

## Marion

A good library, pulled up in recent years by a valiant effort, hampered by a building which definitely (more than any other COIN library building) needs replacement
Needs to form a Friends of the Library group and make a start toward planning
Collection and staff both seem slightly below par, but tax appeal result (if continued) should bring in better operating funds
Extension service now well diversified, but will need to be reconsidered if State Library bookmobile service is given up.
But greatest, first, foremost need is a new building

## Mount Gilead

Income is too small for any but limited library service
If there is any possibility of a combination of the four libraries in Morrow County, the effort should be pursued. (Each community could continue to have its own outlet).
A board of 18 is unwieldy, and is made up entirely of women. If association by-laws could be revised to reduce the total and add a few male members, more might be accomplished (e.g., receipt of a larger percentage of tax funds).
Needs to complete its catalog, to mark and properly shelve books. (This might be accomplished by staff from one of the special aid programs, such as Youth Corps, with assistance and guidance from the COIN librarian and the use of standard lists which give call numbers.).

## Mount Vernon

Good collection, imaginative service program
Library might be a little too formal in appearance and atmosphere
Signs on main streets would be helpful

## Orrville

Building is crowded, but has a welcoming, comfortable atmosphere
Reference and oversize books should be reshelved separately; many are shelved on end, with possibility of damage to bindings (Librarian is aware of this problem)
Collection needs weeding, which is taking place, along with ordering to fill in gaps

## Shelby

Does well in providing modern topics
Has a lively atmosphere lacking in some of the more conservative settings
Old Building (original mansion) is a problem--maintenance costs are high, floor uneven, etc.

## Upper Sandusky

Beautifully-maintained building, but crowded
Many good and useful books are shelved in basement
Removal of children's books and service to basement should be considered. This would permit removal of some adult books to main floor, but would require additional staff
Pamphlets are lacking; a pamphlet file would add to collection with little outlay
Employment of high-school students as pages, on a part-time basis, would permit regular staff to spend more time with the public and other duties

## Wayne County

Beautiful modern building is creating new community interest and increasing library use

Library is undergoing many changes leading to service improvements

This library received more comments from users than others about rules and regulations. Reconsider some?

Needs a vehicle for regular main-branch deliveries. Might share vehicle (and costs) with COIN later if ALSO is formed and funded?

Major area now needing attention is county extension service. Suggest reconsideration of all-school bookmobile service, or of alternatives suggested elsewhere in this report.*

* A check of 955 consecutive users of the Wooster building in October, 1971 showed residences as follows:

Wooster - 798; Apple Creek - 30; Smithville - 25; Shreve - 19; West Salem - 19; Burbank - 11; Orrville - 10; Creston - 12; Fredericksubrg - 7; Sterling - 5; Rittman - 4; RD routes - 4; Kidron - 3; Big Prairie - 2; Dundee, Seville, Millersburg, Navarre, Holmesville, Massillon, Loudonville, Mansfield, Westfield, Lakeville, Mt. Eaton, Jeromesville, Kellbrick (?), 1 each.

## III. LIBRARY COLLECTIONS

In considering a library's collections of books and other materials, one looks for the following:

Quantity - How much is available?
Quality - How does the collection compare with selected lists?
Proportions - How divided by age group, by type of material?
Coverage - Representation of subjects and types, such as journals
Appropriateness to community served

We have already noted one of the chief indicators of quantity, the annual budget for materials. Total volumes available reflects (1) that figure (2) the age of the library and its budgets over the years (3) the library's policy regarding the retention or removal of material as it becomes older. In general, larger libraries which may be asked for older material "for the record" tend to keep older materials longer than do smaller libraries which do not attempt to perform a historic function. All libraries, however, should and usually do attempt to preserve local history materials.

TOTAL LIBRARY HOLDINGS AND ANNUAL ADDITIONS, 1970

| Library | Tot. Vols | Library | Vols. added |
|---|---|---|---|
| Mansfield | 196,592 | Wayne County | 9,491 |
| Wayne Co. | 119,936 | Mansfield | 9,345 |
| Mount Vernon | 77,690 | Marion | 4,551 |
| Marion | 71,183 | Shelby | 3,560 |
| Ashland | 59,547 | Mount Vernon | 3,277 |
| Shelby | 39,131 | Ashland | 2,761 |
| Upper Sandusky | 37,734 | Orrville | 1,732 |
| Orrville | 29,046 | Upper Sandusky | 1,448 |
| Galion | 24,972 | Galion | 1,365 |
| Loudonville | 18,035 | Crestline | 576 |
| Centerburg | 14,000 (est?) | Loudonville | 512 |
| Crestline | 13,555 | Centerburg | 343 |
| Mount Gilead | 13,520 | Mount Gilead | 316 |

In analyzing these figures we find, as expected, that Mansfield has the largest total collection. Marion's total collection is supplemented by service from the State Library's bookmobile, under contract, but this fact does not seem sufficiently to account for the (relatively) smaller collection reported, almost 50,000 below that of Wayne County and 6,500 below that of Mount Vernon, which serves considerably fewer people. One explanation may lie in space problems. Marion's library is so crowded that it may be obliged to discard volumes of marginal use potential.

Wayne County, in the reported year, was able to add more volumes than was Mansfield. Even though the differential in budgets for materials is misleading, including as it does Wayne County's processing costs, the purchasing power may be greater. Mansfield may purchase more volumes of a more expensive type, and more journals. Nevertheless, there appears to be a trend here.

Reference Books

Most of the COIN libraries checked, in preparation for their reference project, the list prepared by the Reference Services Division of the American Library Association as a suggested buying list for small and medium-sized libraries.[1] Titles were selected for the list by experienced librarians, each a specialist in a particular field, whose choice reflected experience in answering everyday requests for information in their own libraries. As with any list, individual librarians may quibble about specific inclusions and exclusions. Nevertheless, it does represent a good general measuring stick for the reference holdings of libraries in the region's size range.

Some of the smaller libraries checked a shorter list, and their holdings do not appear in the tabulations which follow. It is assumed, with what appears to be a fair degree of assurance, that the smaller libraries would be unlikely to hold titles not available in the larger group.

The tabulations will show those categories in which COIN libraries, as a group, are strong, and those in which they are apparently somewhat deficient. The latter group appears to include a good many technical titles, foreign language dictionaries, titles in psychology and religion.

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[1] American Library Association. Reference Services Division. Reference Books for Small and Medium-sized Public Libraries. Chicago, 1969.

REFERENCE BOOKS ON ALA LIST HELD BY NO LIBRARY IN COIN

(N.B. Four libraries did not submit checked copies of the list: Centerburg, Crestline, Mount Gilead, and Upper Sandusky. It is possible that one of those libraries may hold a title listed below. In view of the budgets of these libraries, such a holding is unlikely.)

| No. | Title |
|---|---|
| 5 | Subject Guide to Forthcoming Books |
| 20 | Subject Guide to Microforms in Print |
| 22 | Public Affairs Information Service. Bulletin |
| 25 | U.S.Library of Congress. New Serial Titles |
| 53 | Adams, Charles, ed. A Reader's Guide to the Great Religions |
| 54 | Diehl, Katharine Smith. Religions, Mythologies, Folklores: An Annotated Bibliography |
| 58 | Jewish Encyclopedia. 12 v. 1964 |
| 65 | Schaff-Herzof Encyclopedia. Twentieth Century Encyclopedia of Religious Knowledge |
| 67 | Zaehner, Robert Charles, ed. Concise Encyclopedia of Living Faiths |
| 70 | Official Catholic Directory |
| 72 | Hester, Goldia, comp. Guide to Bibles in Print. |
| 74 | McKenzie, John L. Dictionary of the Bible |
| 82 | Thompson, Newton W, and Stock, Raymond. Complete Concordance of the Bible (Douay Version) |
| 83 | May, Herbert G. and others. Oxford Bible Atlas |
| 86 | Warren, Henry Clark, ed. Buddhism in Translations |
| 88 | Haywood, Charles. A Bibliography of North American Folklore and Folksong |
| 96 | Horton, Daniel S. and Rushton, Peters. Classical Myths in English Literature |
| 105 | U.S.Bureau of the Budget. The Budget in Brief |
| 106 | U.S.President. Economic Report |
| 107 | American Register of Exporters and Importers |
| 110 | Klein, Bernard, ed. Guide to American Directories |
| 112 | News Front (periodical) 15,000 Leading U.S. Corporations |
| 115 | U.S.Post Office Dept. Directory of International Mail |
| 117 | Wisdom, Donald F. Popular Names of U.S.Government Reports |
| 118 | World Wide Chamber of Commerce Directory |
| 122 | Exporters' Encyclopedia |
| 124 | Kohler, Eric Louis. A Dictionary for Accountants |
| 128 | Munn, Glenn G. Encyclopedia of Banking and Finance |
| 129 | Angel, Juvenal. International Reference Handbook of Services, Organizations, Diplomatic Representation, Marketing and Advertising Channels |
| 134 | Croner's Reference Book for World Traders |
| 135 | Dartnell Corp. Dartnell International Trade Handbook |
| 138 | Frey, Albert W. Marketing Handbook |
| 141 | Lasser, J.K. Handbook of Accounting Methods |
| 144 | National Industrial Conference Board. Expenditure Patterns of the American Family |
| 150 | International Trade Review (periodical). World Trade Data Handbook |

152 White, Carl Hinton. Sources of Information in the Social Sciences
157 American Foundation for the Blind, Inc. Directory of Agencies Serving Blind Persons in the United States
160 National Association for Mental Health, Inc. Directory of Resources for Mentally Ill Children in the United States
170 United Nations. Statistical Office. Demographic Yearbook
183 U.S.Congress. Senate. Library. Nomination and Election of the President and Vice President of the United States, Including Manner of Selecting Delegates to National Political Conventions
197 Uniforms of the United States Army
198 U.S.Department of Defense. A Dictionary of United States Military Terms
199 Annuaire des organisations internationales. Yearbook of International Organizations
200 Council on Foreign Relations, Inc. American Agencies Interested in International Affairs
214 College Entrance Examination Board. College Handbook
218 The Gifted: Educational Resources
227 American Council on Education. Commission on Plans and Objectives for Higher Education
234 Biological and Agricultural Index (Wilson)
235 Deason, Hilary J. ed. A Guide to Science Reading
237 Sarton, George. A Guide to the History of Science
238 DeVries, Louis. French-English Science Dictionary
239 German-English Science Dictionary
245 Flammarion, Camille. Flammarion Book of Astronomy
247 Norton, Arthur Philip. A Star Atlas and Reference Handbook
248 Altman, Philip L. and Dittmer, Dorothy S, eds. Biological Data Book
253 Callahan, Ludmilla. Russian-English Chemical and Polytechnical Dictionary
258 Mellon, Melvil G. Chemical Publications
265 Webster, R.A. Gems
268 Jones, Stacy W. Weights and Measures
303 Hinsie, Leland E. and Campbell, Robert J. Psychiatric Dictionary
314 Art Index (Wilson)
328 American Architects Directory
333 Jones, Cranston, Architecture Today and Tomorrow
335 Sere, Dora and Beatty, Betty. A Short Dictionary of Architecture, Including some Common Building Terms
336 New York. Metropolitan Museum of Art. American Sculpture: A Catalogue of the Collection of the Metropolitan Museum of Art
339 Slabaugh, Arlie. United States Commemorative Coins
345 Bernasconi, John R. Collectors' Glossary of Antiques and Fine Arts
350 Kamm, Minnie. Encyclopedia of Antique Pattern Glass

355 Pegler, Martin. Dictionary of Interior Design
356 Shull, Thelma. Victorian Antiques
360 Haftmann, Werner. Painting in the Twentieth Century
389 Dimmitt, Richard B. A Title Guide to the Talkies
416 Reed, Langford. Writer's Rhyming Dictionary
419 Partridge, Eric. A Dictionary of the Underworld
429 Mathews, Robert H. Chinese-English Dictionary
434 Brockhaus Illustrated German-English English-German Dictionary
438 Alcalay, Reuben. Complete English-Hebrew Dictionary
442 Nelson, Andrew Nathaniel. Modern Reader's Japanese-English Character Dictionary
449 The Learner's Russian-English Dictionary
455 Real Academia Espanola. Dictionary
458 Cambridge Bibliography of English Literature
473 Yelland, H. Handbook of Literary Terms
492 Koheritz, Helge. Shakespeare's Names
493 Onions, Charles T. A Shakespeare Glossary
496 Hadgraft, Cecil. Australian Literature
504 Anderson-Imbert, Enrique. Spanish American Literature
510 Rose, Herbert J. Handbook of Greek Literature
511 Duff, John W. Literary History of Rome
512 Hadas, Moses. History of Latin Literature
529 Wint, Guy. Asia
548 Swain, Joseph W. Ancient World
558 Stearns, Raymond P. Pageant of Europe
560 Lunt, William E. History of England
565 Horecky, Paul L. Russia and the Soviet Union
567 Utechin, Sergej. Everyman's Concise Encyclopedia of Russia
569 Altamira y Crevea, Rafael. History of Spain
571 Buss, Claude A. Asia in the Modern World
574 Legum, Colin, ed. Africa: A Handbook to the Continent
575 Humphreys, Robin Arthur. Latin American History
576 Munro, Dana Gardner. Latin American Republics
577 Encyclopedia Canadiana
583 Dictionary of Canadian Biography
594 Benezit, Emmanuel. Dictionnaire critique et documentaire des peintres...
613 Ewen, David. World of Great Composers from Palestrina to Debussy
616 Meyer, Elgin S. Who Was Who in Church History
626 Adam, Frank. Clans, Septs, and Regiments of the Scottish Highlands
629 Dorling, Henry Taprell. Ribbons and Medals
633 U.S.Immigration and Naturalization Service. Foreign Versions of English Names

REFERENCE BOOKS ON ALA LIST HELD BY ONE LIBRARY IN COIN

(Excluding Centerburg, Crestline, Mt. Gilead, Upper Sandusky. When library is not identified, book is in Mansfield).

No.

24 Union List of Serials in the U.S. and Canada
27 American Book Trade Directory
33 Baer, Eleanora A. Titles in Series
36 U.S.Library of Congress. Processing Dept. Monthly Checklist of State Publications MAR
57 Gibb, H.A.R, and Kramers, J.H. Shorter Encyclopedia of Islam
63 Catholic Encyclopedia (Gilmary Soc.)
68 American Jewish Year Book
77 Cruden, Alexander. Unabridged Concordance of the Old and New Testaments and the Apocrypha
81 Strong, James. Exhaustive Concordance of the Bible MAR
92 Sykes, Egerton, Comp. Everyman's Dictionary of Non-Classical Mythology WC
97 Harvard Univ. Harvard List of Books in Psychology. MAR
99 English, Horace B. and Ava C. A Comprehensive Dictionary of Psychological and Psychoanalytic Terms
100 Woodworth, Robert S, and Sheehan, Mary R. Contemporary Schools of Psychology MT V
102 Johnson, H.Webster, and McFarland, Stuart S. How to Use the Business Library
103 Business Periodicals Index (Wilson)
111 McNierney, Mary, ed. Directory of Business and Financial Services
119 Zimmerman, Oswald T, and Zimmerman, M. College Placement Directory
120 Cyclopedia of Insurance in the United States
123 Heyel, Carl. Encyclopedia of Management MT V
125 Low, Janet. Investor's Dictionary. MT V
130 Aspley, John C. Sales Manager's Handbook. 10th ed.
131 -------. Sales Promotion Handbook. MT V
133 Best's Life Insurance Reports. WC
139 Hodgson, Richard S. Dartnell Direct Mail and Mail Order Handbook. WC
143 McMichael, Stanley L. McMichael's Appraising Manual. MAR
151 Sales Management (per). Survey of Buying Power. WC
153 Encyclopedia of Social Work. MT V
158 American Public Welfare Assn. Public Welfare Directory
154 Encyclopedia of the Social Sciences (ed. Seligman) MAR
163 Pleski, Harry A. and Brown, Roscoe E. Negro Almanac
165 Canadian Almanac and Directory
179 Political Handbook & Atlas of the World. MAR
184 U.S.Laws, Statutes, etc. U.S. Code, 1964
191 Constitution of the U.S.A., Analysis and Interpretation MAR
196 Army Times (per.) Guide to Army Posts ASH
202 United Nations. Yearbook
209 Good, Carter Victor. Dictionary of Education. 2d ed.
192 Cushman, Robert E, and Robert F. Cases in Constitutional Law. 2d. ed. MT V

217 Educators Guide to Free Filmstrips
229 U.S.Civil Service Commission. Federal Career Directory
230 U.S.Office of Education. Division of Educational Statistics. Digest of Educational Statistics MAR
232 Applied Science and Technology Index (Wilson)
233 Bennett, Melvin. Science and Technology MAR
236 McGraw Hill Basic Bibliography of Science and Technology MAR
243 Scientific and Technical Societies of the U.S. and Canada
250 Henderson, Isabella F. Dictionary of Biological Terms ORR
255 Condensed Chemical Dictionary SHEL
260 Challinor, John. A Dictionary of Geology
263 Shipley, Robert M. Dictionary of Gems ...
264 Sinkankas, John. Mineralogy
266 Barlow, Peter. Barlow's Tables of Squares, Cubes, etc. ASH
270 Zimmerman, Oswald T. Industrial Research Services' Conversion Factors and Tables. 3d ed.
275 Miller, William Christopher, and West, Geoffrey P. Encyclopedia of Animal Care. SHEL
278 Pennak, Robert William. Collegiate Dictionary of Zoology WC
281 Swain, Ralph B. Insect Guide ... SHEL
283 Hahn, Steven. Hi-fi Handbook
284 Hicks, David E. Citizens Band Radio Handbook. 2d ed.
293 McLaughlin, Charles, ed. Space Age Dictionary. 2d ed. WC
299 Dublin, Louis Israel. Factbook on Man MAR
302 Hammond, C.S.&Co. Human Anatomy Atlas SHEL
305 Sax, Newton Irving and others. Dangerous Properties of Industrial Materials. 2d ed. ASH
307 Montagne, Prosper. Larousse gastronomique GAL
312 Linton, George Edward. Modern Textile Dictionary MT V
317 Encyclopedia of the Arts SHEL
318 Murray, Peter, and Murray, Linda. Dictionary of Art and Artists GAL
320 Whittick, Arnold. Symbols, Signs and Their Meaning
329 Briggs, Martin Shaw. Everyman's Concise Encyclopedia of Architecture ASH
330 Dictionary of Architectural Abbreviations, Signs, and Symbols WC
331 Fletcher, Sir Banister Flight. A History of Architecture ... 17th ed. SHEL
334 Kimball, Sidney Fiske, and Edgell, George Harold. A History of Architecture LOUD
337 Red Book of United States Coins MT V
340 Chaffers, Williams. Marks and Monograms on European and Oriental Pottery and Porcelain. 15th rev.ed.
341 Cushion, J.P. Handbook of Pottery and Porcelain Marks. 3d ed. MAR
353 Meyer, Franz S. Handbook of Ornament
357 Speltz, Alexander. The Styles of Ornament
363 Index to Reproductions of European Paintings
365 Robb, David M. Harper History of Painting: The Occidental Tradition ASH
373 Picken, Mary B. Fashion Dictionary ...

375 Wilcox, Ruth Turner. Mode in Costume MAR
377a Feather, Leonard G. Encyclopedia of Jazz in the Sixties MT V
378 Fuld, James J. Book of World Famous Music
380 Haywood, Charles, ed. Folk Songs of the World SHEL
383 Lubbock, Mark Hugh. Complete Book of Light Opera WC
393 International Motion Picture Almanac
394 International Television Almanac
408 Schwartz, Robert J. Complete Dictionary of Abbreviations
409 Holt, Alfred Hubbard. Phrase and Word Origins
411 Skeat, Walter William. A Concise Etymological Dictionary of the English Language MAR
413 Smith, William George. Oxford Dictionary of English Proverbs
412 Skeat, Walter William. An Etymological Dictionary of the English Language MT V
415 Johnson, Burges. New Rhyming Dictionary and Poets' Handbook
432 Petit Larousse, dictionnaire encyclopedique pour tous MT V
435 New Wildhagen German Dictionary MAR
436 Der Sprach-Brockhaus WC
437 Swanson, Donald C, and Djaferis, S.P. Vocabulary of Modern Spoken Greek MT V
439 Hazen, Marie, ed. Garmanti Comprehensive Italian-English, English-Italian Dictionary MAR
440 Reynolds, Barbara, ed. Cambridge Italian Dictionary GAL
441 Kenkyusha's New Japanese-English Dictionary
446 Aliandre, Hygine. Compact Dictionary of the Portuguese and English Languages MAR
447 New Appleton Dictionary of the English and Portuguese Languages MAR
451 Smirnitsky, Alexander Ivanovich, comp. Russian-English Dictionary WC
450 Muller, Vladimir, comp. English-Russian Dictionary. WC
454 Crwell's Spanish-English, English-Spanish Dictionary WC
472 Scott, Arthur Finley. Current Literary Terms SHEL
486 Perrine, Laurence. Sound and Sense. 2d ed. MAR
489 Bartlett, John. Complete Concordance to ... Shakespeare
491 Halliday, Frank Ernest. A Shakespeare Companion MT V
497 Cazamian, Louis F. History of French Literature WC
499 Rose, Ernst. History of German Literature MT V
503 Chandler, Richard E, and Schwartz, K. New History of Spanish Literature
509 Hadas, Moses. History of Greek Literature WC
514 Concise Encyclopedia of Archaeology
515 Freeman, Otis Willard, and Morris, John, eds. World Geography. 2d ed.
523 Hayden, A.A.M. van der, and Scullard, H.H. eds. Atlas of the Classical World MT V
525 Walsh, S. Padraig, comp. General World Atlases in Print WC
526 Hance, William A. Geography of Modern Africa WC
528 Wilber, Donald N., ed. Nations of Asia MT V
532 Boatner, Mark Mayo. Encyclopedia of the American Revolution
541 American Association for State and Local History. Directory of Historical Societies
555 Ergang, Robert E. Europe in Our Time. 3d ed. MT V
597 Who's Who in American Art

620 Biographical Encyclopedia and Who's Who of the American Theatre
621 Who's Who in the Theatre
625 Stevenson, Noel C. Search and Research MT V
628 Campbell, Vice Admiral Gordon, and Evans, I.O. Book of Flags. 5th ed.

## REFERENCE HOLDINGS -- SUMMARY

I. Number Held -- Libraries Holding 300 of the 634 Listed Titles and Over

| | |
|---|---|
| Mansfield | 400 |
| Marion | 325 |
| Mount Vernon | 309 |
| Wayne County | 304 |

II. Number Held Not Held Elsewhere in COIN

| | |
|---|---|
| Mansfield | 54 |
| Marion | 19 |
| Mount Vernon | 19 |
| Wayne County | 16 |
| Shelby | 8 |
| Ashland | 5 |
| Galion | 3 |
| Loudonville | 1 |
| Orrville | 1 |

DETAIL OF HOLDINGS, ALL COIN LIBRARIES, ALA REFERENCE LIST

I. Summary by Category

| Category | No. Listed | In COIN |
|---|---|---|
| Books, Libraries & Book Trade | 39 | 35 |
| Encyclopedias | 13 | 13 |
| Philosophy & Religion | 44 | 31 |
| Psychology | 4 | 4 |
| Business & Economics | 51 | 33 |
| Social Sciences | 57 | 48 |
| Education | 24 | 21 |
| Science & Technology | 82 | 69 |
| Art | 62 | 51 |
| Music | 13 | 13 |
| Theatre & Dance | 7 | 6 |
| Games & Sports | 4 | 4 |
| Language | 58 | 50 |
| Literature | 56 | 47 |
| Geography, Travel, Archaeology | 17 | 16 |
| History | 49 | 38 |
| Totals | 637 | 529 |

II. Detail within Categories

| | | |
|---|---|---|
| Books, Libraries & Book Trade | | |
| Bibliographic Sources | 10 | 9 |
| Book Lists & Selection Aids | 6 | 6 |
| Indexes to Materials | 10 | 7 |
| Directories | 6 | 6 |
| Miscellaneous | 7 | 7 |
| Encyclopedias | 13 | 13 |
| Philosophy & Religion | | |
| Bibliographies | 2 | 0 |
| Dictionaries, Encyclopedias & Handbooks | 13 | 10 |
| Yearbooks | 4 | 3 |
| Bibles | 1 | 0 |
| Dictionaires & Encyclopedias | 4 | 3 |
| Concordances & Quotation Books | 6 | 5 |
| Atlases | 2 | 1 |
| Other Sacred Writings | 2 | 1 |
| Mythology & Folklore | | |
| Indexes & Bibliographies | 2 | 1 |
| Dictionaries & Encyclopedias | 4 | 4 |
| Handbooks | 4 | 3 |
| Psychology | | |
| Bibliographies | 1 | 1 |
| Dictionaries & Handbooks | 3 | 3 |

| Category | No. Listed | In COIN |
|---|---|---|
| **Business & Economics** | | |
| Bibliographies | 2 | 2 |
| Indexes | 1 | 1 |
| General Works | 3 | 1 |
| Directories | 13 | 7 |
| Dictionaries & Encyclopaedias | 9 | 6 |
| Handbooks | 20 | 14 |
| Yearbooks | 3 | 2 |
| **Social Sciences** | | |
| General | | |
| Bibliographies | 1 | 0 |
| Dictionaries & Encyclopedias | 4 | 4 |
| Directories | 1 | 1 |
| Social Services | | |
| Directories | 4 | 2 |
| The Negro | 3 | 3 |
| Statistics | | |
| Yearbooks | 8 | 7 |
| Statistics - U.S. | 5 | 5 |
| Politics & Government | | |
| Dictionaries | 1 | 1 |
| Yearbooks | 2 | 2 |
| Miscellaneous | 1 | 1 |
| Politics & Government - U.S. | 5 | 4 |
| Directories | 5 | 5 |
| Constitution | 3 | 3 |
| Law | 2 | 2 |
| Armed Services | 3 | 1 |
| International Relations | 4 | 2 |
| Etiquette | 2 | 2 |
| Holidays | 3 | 3 |
| **Education** | | |
| Dictionaries & Encyclopedias | 2 | 2 |
| Directories | 17 | 15 |
| Handbooks | 5 | 4 |
| **Science & Technology** | | |
| Science - General | | |
| Bibliographies & Indexes | 6 | 3 |
| Dictionaries, Directories & Encyclopedias | 6 | 4 |
| Handbooks | 1 | 1 |
| Natural Sciences | | |
| Astronomy | 3 | 1 |
| Biology | 3 | 2 |
| Botany | 2 | 2 |
| Chemistry & Physics | 7 | 5 |
| Geology | 6 | 5 |
| Mathematics | 5 | 4 |
| Zoology | 11 | 11 |

| Science & Technology (cont.) | No. Listed | In COIN |
|---|---|---|
| Applied Science | | |
| Agriculture | 1 | 1 |
| Electronics | 5 | 5 |
| Engineering & Mechanics | 7 | 7 |
| Health & Medicine | 11 | 10 |
| House & Garden | 6 | 6 |
| Plastics & Textiles | 2 | 2 |
| **Art** | | |
| General Works | | |
| Indexes | 2 | 1 |
| Dictionaries & Encyclopedias | 5 | 5 |
| Directories | 1 | 1 |
| History | 6 | 6 |
| Architecture | 8 | 5 |
| Soulpture & the Plastic Arts | | |
| Soulpture | 4 | 2 |
| Ceramics | 3 | 3 |
| Art Metalwork | 1 | 1 |
| Decorative Art & Design | 15 | 11 |
| Painting | 9 | 8 |
| Photography | 1 | 1 |
| Costume | 7 | 7 |
| **Music** | 13 | 13 |
| **Theatre & Dance** | 7 | 6 |
| **Games & Sports** | 4 | 4 |
| **Language** | | |
| General Works | 2 | 2 |
| Dictionaries | | |
| General English | 5 | 5 |
| Abbreviations & Acronyms | 3 | 3 |
| Etymology | 4 | 4 |
| Proverbs | 2 | 2 |
| Rhyming Dictionaries | 2 | 1 |
| Slang | 4 | 3 |
| Synonyms | 2 | 2 |
| Usage | 5 | 5 |
| Foreign Language Dictionaries | | |
| Chinese | 2 | 1 |
| French | 3 | 3 |
| German | 4 | 3 |
| Greek | 1 | 1 |
| Hebrew | 1 | 0 |
| Italian | 2 | 2 |
| Japanese | 2 | 1 |
| Latin | 2 | 2 |
| Polish | 1 | 1 |
| Portuguese | 2 | 2 |
| Russian | 5 | 4 |
| Spanish | 4 | 3 |

| Category | No. Listed | In COIN |
|---|---|---|
| Literature | | |
| Bibliographies & Indexes | 6 | 5 |
| Encyclopedias | 8 | 8 |
| Dictionaries & Handbooks | 12 | 11 |
| Quotation Books | 3 | 3 |
| Poetry | 3 | 3 |
| Shakespeare | 6 | 4 |
| National Literatures | | |
| General | 1 | 1 |
| Australian | 1 | 0 |
| French | 2 | 2 |
| German | 1 | 1 |
| Italian | 1 | 1 |
| Russian | 2 | 2 |
| Spanish | 1 | 1 |
| Spanish-American | 1 | 0 |
| Classical Literature | | |
| General | 4 | 4 |
| Greek | 2 | 1 |
| Latin | 2 | 0 |
| Geography, Travel, & Archaeology | | |
| General Works | 4 | 4 |
| Atlases | 9 | 9 |
| Travel Guides | 4 | 3 |
| History | | |
| Bibliographies | 2 | 2 |
| Dictionaries & Encyclopedias | 10 | 10 |
| Directories | 1 | 1 |
| World History | | |
| Bibliographies | 2 | 2 |
| General World History | 7 | 6 |
| European History | 9 | 8 |
| By Country | | |
| England | 2 | 1 |
| France | 1 | 1 |
| Germany | 1 | 1 |
| Italy | 1 | 1 |
| Russia & the Soviet Union | 4 | 2 |
| Spain | 2 | 1 |
| Asian & Middle Eastern History | 3 | 2 |
| African History | 1 | 0 |
| Canadian History | 1 | 0 |
| Latin American History | 2 | 0 |
| Biography, Genealogy, & Names | | |
| Indexes | 1 | 1 |
| General Biography | 15 | 14 |
| Artists | 4 | 3 |
| Authors | 10 | 10 |
| Music | 6 | 5 |
| Religion | 3 | 2 |
| Science | 3 | 3 |
| Theatre Arts | 2 | 2 |
| Genealogy & Names | 13 | 10 |

Holdings in Selected Subjects

Libraries were asked to check catalogs for the number of titles listed in a number of subject categories, and to indicate how many of these were published since 1965. Topics chosen included several of current importance (drugs, air pollution), technology and business (electronics, advertising, taxation), and of educational, religious, or social concern. Not included here were the literary and "cultural" subjects which form the more expected and traditional (at least in the popular "image") library holdings.

There are interesting variations in the results. In total holdings, Mansfield was the leader in eight fields. Here, again, we have an indication of the total strength of this collection.

When we turn to holdings since 1965, however, we find Mansfield leading in only four categories. Shelby, somewhat surprisingly, led in five.

If each rank is given a weight (1 for first, 2 for 2nd, etc.) the libraries come out very much as might be expected. Mansfield rises to first, in spite of its failure to place there in every category. Shelby's #2 rank is high, but Wayne County, Marion, and Mount Vernon follow in approximate order of total size. Galion does well in some areas.

What the figures do not reveal is how much duplication of titles is reflected in the totals. In view of the fact that the libraries, depending on their size and budgets, tend to use the same group of tools for selection, one would guess that a good deal of duplication among the libraries has taken place. In this case, the largest collection can tentatively be assumed to cover most of the holdings of COIN. The reference holdings, however, show that there are individual titles held sometimes in the smaller libraries which are unique for COIN.

In general, results of this checking reinforce the view that, even taking into account their existing holdings, the thirteen libraries will benefit greatly from cooperation.

It should perhaps be noted that variations in catalogs could affect these rankings. The holdings of Mount Gilead could not be included at all for this reason. Nevertheless, in the surveyor's opinion, the results can be said to give a rough indication of emphases in the collections.

## LIBRARY HOLDINGS ON SELECTED TOPICS (TOTAL HOLDINGS)

| Topic | Ash. | Cen. | Cre. | Gal. | Lou. | Man. | Mar. | Mt.V. | Orr. | She. | UpS. | W.C. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Africa | 100 | 18 | 15 | 66 | 40 | 428 | 74 | 45 | 51 | 22 | 57 | 160 |
| Advertising | 25 | -- | 2 | 14 | 10 | 90 | 54 | 25 | 18 | 12 | 13 | 37 |
| Electronics | 31 | 11 | 2 | 28 | 7 | 48 | 35 | 33 | 30 | 34 | 16 | 34 |
| Personnel Management | 8 | 2 | 1 | 9 | 3 | 68 | 22 | 14 | 1 | 8 | 1 | 19 |
| Narcotics | 23 | 1 | 11 | 21 | -- | 36 | 30 | 24 | 16 | 37 | 9 | 43 |
| Television in Education | 1 | -- | 1 | 3 | -- | 9 | 2 | 4 | 2 | 5 | 1 | 1 |
| Sociology, Urban | 2 | 2 | 4 | 22 | 1 | 32 | 3 | 1 | -- | 5 | 1 | 4 |
| Ecumenical Movement | 1 | -- | -- | 4 | -- | 14 | 2 | 13 | 1 | 13 | 1 | 1 |
| Taxation | 2 | 2 | -- | 19 | -- | 40 | 6 | 8 | 6 | 11 | 6 | 14 |
| Air-Pollution | 4 | 2 | 4 | 10 | 4 | 8 | 11 | * | 2 | 18 | 7 | 6 |
| Woman - Rights of Women | -- | 24** | 2 | 14 | -- | 6 | 4 | 7 | 2 | 13 | 1 | 9 |

* Heading not used. Materials listed elsewhere.
** Listing not clear. Probably pamphlet material.

Several libraries noted related materials listed under other headings.

N.B. Holdings of the Mount Gilead Public Library cannot be included, since that library's catalog does not contain subject entries.

## LIBRARY HOLDINGS ON SELECTED TOPICS (PUB. SINCE 1965)

| Topic | Ash. | Cen. | Cre. | Gal. | Lou. | Man. | Mar. | Mt.V. | Orr. | She. | UpS. | W.C. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Africa | 12 | 2 | 4 | 16 | 6 | 70 | 19 | 20 | 23 | 13 | 6 | 59 |
| Advertising | 4 | -- | 2 | 3 | -- | 16 | 20 | 6 | 2 | 8 | 1 | 14 |
| Electronics | 12 | 3 | 2 | 7 | 1 | 14 | 11 | 13 | 12 | 11 | 4 | 17 |
| Personnel Management | -- | -- | 1 | 2 | -- | 9 | 6 | 2 | -- | 3 | 1 | 4 |
| Narcotics | 20 | 1 | 9 | 10 | -- | 31 | 19 | 12 | 9 | 36 | 2 | 25 |
| Television in Education | -- | -- | 1 | 1 | -- | 2 | -- | 2 | 2 | 3 | -- | 1 |
| Sociology, Urban | 2 | -- | 3 | 13 | 1 | 17 | 2 | 1 | -- | 4 | -- | 4 |
| Ecumenical Movement | 1 | -- | -- | 1 | -- | 3 | 2 | 2 | 1 | 7 | -- | 1 |
| Taxation | 1 | -- | -- | 8 | -- | 15 | 4 | 4 | 3 | 8 | 1 | 9 |
| Air - Pollution | 4 | 2 | 4 | 8 | 4 | 7 | 9 | * | 2 | 17 | 7 | 6 |
| Woman - Rights of Women | -- | 3 | -- | 6 | -- | 5 | 4 | 3 | 2 | 12 | -- | 7 |

* Listed under another heading in catalog. Several other libraries noted materials listed elsewhere, under related headings, e.g. Church Unity, Drugs and Drug Abuse.

N.B. The Mount Gilead Public Library's catalog does not contain subject entries, and that library's holdings cannot, therefore, be counted.

## Periodicals

A variety of periodicals is to be found in the COIN libraries, and most libraries keep back issues, which are allowed to circulate.

Current subscriptions include, as might be expected, a good many titles duplicated from library to library. The Readers Guide to Periodical Literature is the primary index to periodicals used, and its listings are undoubtedly a major factor in periodical selection.

For the survey, lists of periodicals received were sent to the surveyor by the various libraries. They were not, it was discovered, completely comparable, sinnce some libraries apparently listed gift subscriptions and titles regularly brought in for the library by patrons who subscribe.

The list to follow, of titles held by one library only is, therefore, selective. It omits many rather ephemeral titles of the type libraries receive as gifts, and includes only those which seem to offer substantive information and thus constitute a genuine resource for reference use within COIN. Since most such titles were held, singly, by the four largest libraries, the selected list is confined to subscriptions of Mansfield, Marion, Mount Vernon, and Wayne County.

Relatively few periodicals indexed in other major sources are found even in the larger libraries. For example:

Applied Sciences and Technology Index includes 224 titles. Nine are held in COIN. These are:

Architectural Record (Ash., Man., Mar., W.C.)
Aviation Week & Space Technology (Ash., Man., Mar., W.C.)
Chemical & Engineering News (Mar.)
IEEE Spectrum (Ash.)
Iron Age (Man.)
Public Roads (Ash.)
Mechanical Engineering (Man.)
Scientific American (held by most of the libraries)

Environmental Control & Safety Management may be held by Mansfield, although there was a variant title listed.

The COIN libraries hold somewhat more from the Business Periodicals Index, 28 of 172:

American Aviation (Ash)
Automotive Industries (Man.)
Aviation Week & Space Technology (see above)
Banking (Mansfield, Mt. V.)

Barron's (Orr., UpS.)
Business Week (held by most COIN libraries)
Burrough's Clearing House (Mar.)
Chemical Week (Mar.)
Dun's (Man., Mar., Shel.)
Editor & Publisher (W.C.)
Engineering News Record (Man.)
Federal Reserve Bulletin (Man.)
Forbes (Ash., Man., Mar., Mt. V., Orr., W.C.)
Fortune (ASh., Man,, Mar., Mt. V., Orr., W.C.)
Harvard Business Review (Man., Mar.)
House & Home (Man.)
Industrial Marketing (Man.)
Industry Week (Man.)
International Commerce (Man.)
Iron Age (Man.)
Marketing/Communications (Ash., Man.)
Monthly Labor Review (Ash., Man., Mt. V., Shel., W.C.)
Nation's Business (Ash., Mar., Orr.)
Personnel Journal (Ash.)
Public Utilities Fortnightly (Ash., Mar.)
Publishers Weekly (held by most COIN libraries)
Sales Management (Ash.)
Social Security Bulletin (Ash.)
Survey of Current Business (Man., Mar. W.C.)

Only 9 of the 202 titles indexed in the Social Science and Humanities Index are held by COIN libraries:

American Literature (Man.)
Atlas (Mt. V., W.C.)
Contemporary Review (Man.)
Daedalus (Man.)
Journal of American History (Mar.)
Kenyon Review (Man.)
Political Science Quarterly (Man.)
Virginia Quarterly Review (Man.)
World Politics (W.C.)

## PERIODICALS HELD BY ONE LIBRARY ONLY

(Current Subscriptions)

Mansfield

American Journal of Public Health
American Literature
Automotive Industries
Canadian Forum
Chemical & Engineering News
College Board Review
Clearing House
Congressional Index
Contemporary Review
Daedalus
Downtown Ideas Exchange
Editorial Research Reports
Education
Elementary English
Engineering News Record
Environmental Control Management
Federal Reserve Bulletin
Gentlemen's Quarterly
Golden Magazine for Boys & Girls
House & Home
Industrial Marketing
Industry Week
Information Retrieval & Library Automation
International Commerce
Iron Age
Keesing's Contemporary Archive
Kenyon Review
MacLean's
Manchester Guardian Weekly
Mechanical Engineering
National Geographic School Bulletin
Nature & Science
Official Gazette
Ohio Cue
Opera News
Political Science Quarterly
School Review
Science Teacher
Spectrum
Sport
Virginia Quarterly Review

Marion

American Aircraft Modeler
American Rose
Book News
Bulletin, National TB Assn.
Burroughs Clearing House
Business Review
Chemical Week
Christian Science Sentinel

Marion (cont.)

Cincinnati Historical Soc. Bull.
Congressional Quarterly Guide to American Government
Consumer Frauds & Crimes Bull.
Electrical Workers Journal
Focus
Intercom
Journal of American History
Kiplinger Washington Newsletter
Ohio's Health
Photography
Salesman's Opportunity
South African Scope
University Bookman
Value Line Investment Service
World Marxist Review

Mount Vernon

Antiques Journal
Gourmet
Horse Lovers Magazine
Schism

Wayne County

Best's Review
Boating
Critic
Editor & Publisher
Pennsylvania Folklore
Plants & Gardens
World Politics

## Non-Print Materials

Films: By far the largest film collection is that of Wayne County, which listed in 1970 160 16-mm films and 110 8-mms. Mansfield has about 100 8-mm films. Marion is a member of the Central Ohio Film Circuit.

Filmstrips: Marion has a collection of about 500. Shelby has a small collection.

Recordings: Marion has by far the largest record collection, its 2,284 more than double the size of the next library, Wayne County with 1,082. Orrville has almost a thousand records, Mansfield about 800, Ashland about 1000, Mount Vernon, Upper Sandusky, and Shelby's collections are in the 500 range.

Tapes: While no tapes were noted in the 1970 reports, nonmusical tapes have been purchased by Galion and Shelby.

## User Responses:

On the questionnaires handed in at the several libraries in January of 1972, the following subjects and types of materials were most frequently asked for. In many cases, some materials of the types requested were, in fact, available; the users either were unaware of this or wished more. Topics and types included: accounting, business and economics, pollution, art, religion, psychology (many times), antiques, education, science, investment magazines, black history, controversial materials (both left and right), more modern recordings of interest to young people.

In response to specific questions included on the questionnaires, the following numbers indicated interests as follows:

| | |
|---|---|
| Wished more technical materials | 233 |
| Wished more periodicals | 223 |
| Wished more subject materials | 235 |
| Wished (more) films | 207 |

## IV. RECOMMENDATIONS

(This section includes, in either identical or adapted form, parts of the Preliminary Report submitted to the COIN Administrative Committee by the surveyor in the Fall of 1971).

The preceding chapters of this report have considered the region served by COIN, the libraries serving the various communities, and, in particular, the collections available for such service.

Certain conclusions arise as a result of these investigations:

1. Specialized information needs exist which are not now being met by the COIN libraries.

2. Together, the strength of the COIN libraries is considerably greater than is the strength of even the largest library in the group.

3. With planning and cooperation, the several libraries could, even without outside income, offer their publics fuller and better service than is possible with each library operating independently.

4. Additional services and resources, in order to create in the COIN region a total information capability commensurate with the region's need, could most economically and efficiently be provided cooperatively by the formation of an Area Library Service Organization (ALSO) when funding from the state becomes available for such a purpose.

If these propositions are accepted by the librarians and boards of the COIN group, certain decisions concerning the new operations will have to be made. These include the following:

Should COIN have one, or several, resource centers?
If several, where should they be, and what should they contain?

How shall materials be made available throughout COIN?
Specifically, how should needs be communicated and how should materials be transported?
What additional service improvements can COIN consider?
How can the changes inherent in the new organization be made smoothly and communicated effectively to library users?

## I. The optimum number of resource centers

There are three options:
One central resource center
No real center: every library a partial center
Several resource centers

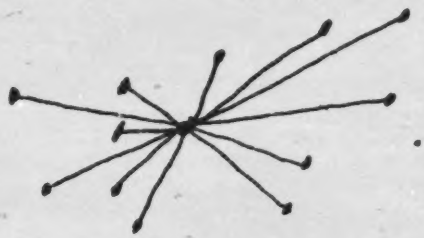
Each of these patterns has been used successfully elsewhere. Each has advantages. Decisions are usually based on geography and existing strengths of collections and staff.

A. One resource center
Works best when one library is clearly much stronger than all the others
Is particularly desirable when that one library is centrally located, representing the natural 'hub' of the region and constituting the marketing center.

Advantages: Concentration of strength, including materials and staff. In general, a concentrated collection is stronger than one which (even with exactly the same holdings) is divided. Staff familiarity with the total collection, interrelationships among subjects and requests, are plus values in this structure. There is no question of where to send, no lost time and effort such as happens when a question goes through a number of channels before ending up at the largest library.

Disadvantages: Clearly, this structure will not be possible if there is no one "largest" library. If the cooperative service envisioned includes reciprocal walk-in privileges, distance is a problem for people on the area's boundaries. It may also appear that the large library's users enjoy an unfair advantage in the location of materials those which are provided for the region as a whole. Note here, however, that the strong library should benefit from a project of this sort, just as much as do the smaller ones. The large library is

contributing materials and staff from its own resources to the common effort. Its benefits from the cooperative should not only be sufficient to compensate for these contributions; they should also represent an improvement, on balance, in the large library's ability to serve its own constituents.

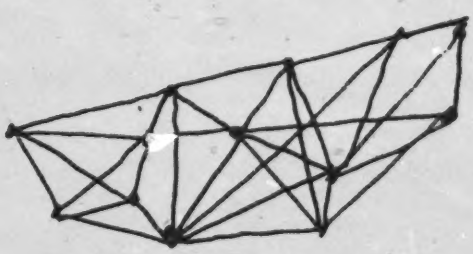


B. No one center, or every library a partial center

Works best when libraries are approximately equal in size and strength, and where existing collections contain varying strengths in subjects or forms of materials. Under such an arrangement, each library serves as the center for such a subject or form.

Advantage: Immediate and visible benefit to each library

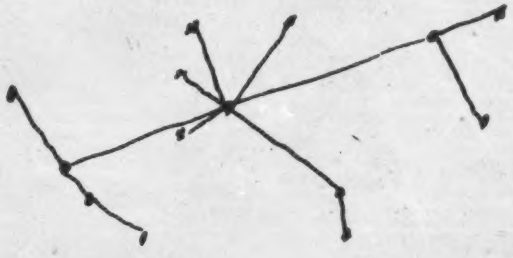
Disadvantages: Dissipation of resources
Encouragement of individual rather than cooperative planning
Additional work for every library, but insufficient to justify additional staff from the ALSO, (which in any case would be unlikely to have funds to add staff to each library).



C. Several centers

Works best when there are several libraries of about equal strength, larger and stronger than all the others
To some extent provides a compromise between the first two extremes. There is some dissipation of resources,

but it is controlled. There is some duplication of work as a result of double referral (same question sent to Library A, then on to Library B) but less than when no center is designated. Resources can be nearer all users for walk-in service.



**Recommendations:**

That Mansfield be the largest and "last resort" center, and house as well the administrative headquarters for the ALSO,

That there be secondary resource centers, with good general collections but also well-defined specialties, at Marion, Mount Vernon, and Wayne County,

That Mansfield's resources in the fields of science, technology, and business be strengthened for the benefit of the ALSO,

That Marion build on its collection in the field of music, and that it strengthen especially its collection of recordings (adding tapes also), in order to provide the ALSO's strong collection in these fields,

That Mount Vernon strengthen its collections in the fields of psychology and religion, for theALSO,

That Wayne County build in the fields of foreign language materials (except for technical and other specialized dictionaries), and that this library also provide the ALSO's major resource for films,and filmstrips.

That, if it appears desirable, medium-sized libraries may be asked to build, for the ALSO, small special collections in small, well-defined fields. This procedure should not be followed except in cases where a strong collection already exists. Experience with other cooperatives is that a small library may strain its budget to provide a subject in depth, only to discover that its holdings are no greater than the 'average' purchasing of a larger library in the group.

It should be understood, in connection with this recommendation, that individual libraries' own selection policies and holdings, from their own book budgets, need not be affected. For example, the designation of Wayne County Library as the ALSO's film center need not affect Marion's membership in the film circuit, or Mansfield's collection of films, any more than the designation of Mansfield as final resort library prevents any library from purchasing books needed for everyday local use.

## II. Communication and Transportation Systems

### A. Communication

Options include mail, telephone, teletype (TWX or closed system)Telex

Telephone is being used in COIN's reference project, and is probably adequate during the early period of cooperation, while amount of communication is relatively light.

Later, Teletype (private line may be preferable) may be a better means of inter-library communication. It has the advantages of providing clear, correct, typed copy, and of requiring the only one person's presence at any one time. It is thus more flexible than telephone communication.

### B. Delivery

Options include:
- U.S.Mail
- Commercial delivery
- Shared vehicle
- Project-owned vehicle

The type of delivery needed will depend to some extent on the service to be given. Assuming regular delivery of books (in response to requests; for review; in sizable numbers as travelling collections) and other materials such as films and recordings, along with display materials, supplies of booklists, etc., a good deal of transportation can be envisioned for COIN.

* Speed of service is so important to any interlibrary reference service that any decision which contributes to it, contributes to the success of the service; on the other hand, a decision which leads to delay hurts the service.

**Recommendations:**

That telephone be the medium used for communication until COIN builds sufficient intercommunications activity to warrant some kind of teletype.

That COIN's decisions in this regard be taken in conjunction with statewide plans, so that COIN will be able to communicate, later, not only with its own members but with other ALSOs, resource centers, etc., in whatever manner is decided upon by the libraries of the state as a whole.

That libraries and their staffs be encouraged (and in some cases, trained) to use the communication system as a regular part of their service, as readily as they now use their own catalogs.

That the COIN libraries make a commitment to increased service to their users through opening up each other's resources in every feasible way, including in-library use, circulation privileges available to all users in all libraries, and return privileges in any COIN library, regardless of the point from which material was borrowed.

That, in view of the transportation needs created by these policies, as well as the increased use of COIN's request services, film service, deposit collections, etc., a truck or station wagon be obtained for COIN as soon as ALSO operation begins.

That procedures concerning identification of borrowers, retrieval of overdues, and communication of borrowers no longer in good standing, be set up in accordance with regulations now in force in many multi-library cooperative groups.

That, until a COIN-owned vehicle can be obtained, consideration be given to sharing use and costs of a vehicle to be bought for intralibrary use by one of the member libraries, e.g., Wayne County.

That, should decisions limit anticipated transportation needs to a point where immediate purchase of a vehicle at the formation of an ALSO is deemed unwise, a commercial service such as United Parcel Service be investigated.

That, unless copyright regulations forbid, photocopies be used frequently by COIN, and that costs for small amounts of duplication be borne by the ALSO, in the interest of speed.

## III. Additional Service Needs

Other needs identified through this study, many of which are known to the librarians of COIN, include the following:

Improved extension service
Assistance to weaker libraries
Procedures for cooperative purchasing of certain materials
Planned retention and withdrawal policies
Cooperation with other libraries in the region, especially college libraries

The final need, and perhaps the greatest, is the need to create a climate of interest, enthusiasm, and understanding of the new service potential, among staffs, boards, and publics of the several communities.

A. Improved extension service. This service has already been discussed in the body of the report. Its inadequacy constitutes, in the surveyor's opinion, one of the most serious weaknesses of the existing service.

It would be absurd to superimpose on such a weak service (to outlying citizens) all the modern and sophisticated methods being discussed. To make it possible for a resident of a county seat to request and receive material from 50 miles away, while failing to make it possible for a farmer in the original county to obtain readily the simplest service, would be poor planning.

The recommendation in the Blasingame Report[1] that the State Library cease to give direct bookmobile service, will also--if implemented--create a need for additional extension service in the COIN region.

There are two options for a coordinated extension service, in addition to branches set up by individual libraries:

Bookmobile Service
Mail Order Catalog Service.

Bookmobile service is familiar, and need not be described here. Within COIN is one of the leading bookmobile manufacturers in the nation.

Mail Order Catalog Service is relatively new, but successful in places where it has been tried. Its procedures include:

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[1] Ralph Blasingame. Survey of Ohio Libraries & State Library Service. Columbus, State Library of Ohio, 1968. p.152.

1. Preparation of a long, annotated list of good and useful books and pamphlets on all subjects of general interest

2. Duplication of this list, divided into general subject-interest categories (e.g., home and family, sports, do-it-yourself), in tabloid-size newsprint catalogs which can be folded and placed in a rural mailbox. Each book is given a number which is merely for identification, not a classification.

3. Purchase, in paperback when possible, of multiple copies of the books listed,

4. Printing on the outside of the tabloid catalog some such heading as "A Library in Your Mailbox," with instructions inside for requesting books, and several prepaid postcards for such requests,

5. Minimal physical preparation of the books for mailing and circulation. Expensive treatment is unwarranted and would hurt the project.

6. Receiving requests, mailing books, keeping very simple records (using the request card as a charge card).

Experience elsewhere with this type of service has proved it effective, popular, inexpensive. It is interesting to note that the service apparently increases the use of other library services, both main library and branch libraries. This service is not, of course, full library service, but it is a possible alternative to a COIN-owned and operated bookmobile for parts of the rural area.

Recommendation:

That the COIN librarians and boards give serious consideration to both possible methods of serving outlying residents, and select one (or even both, if funds permit) for implementation when ALSO funds become available.

That, should the mail order service be selected, it be extended to homebound and handicapped residents of cities, as well as to rural residents.

That, should the mail order service be selected, space for the operation be rented (need not be in a downtown area, and could be low-rent space) and that catalogs be made available on all BD routes, as planned by the librarians and approved by the boards, and that a record be kept of mail order circulation by library region, so that this circulation may be listed as a service to local residents in local library reporting

B. Assistance to weaker libraries

Since the size and purchasing power of the COIN libraries differs greatly, some of the community libraries are quite limited as to size and scope of collections.

These same libraries, especially those operated by one librarian, who may have no professional training, can benefit from specialized help in such fields as: children's programming, reference techniques, building of pamphlet collection, weeding, etc., etc.

Recommendations:

That travelling collections of interesting but fairly expensive nonfiction of a type not likely to be purchased by small libraries be sent on a regularly scheduled basis, for periods of approximately three months, to any library wishing to receive this service,

That a collection of general reading materials, including paperbacks, be available from which any COIN library might borrow a collection (selected by the librarian individually) of from 50 to 150 books, for a period of 6 months. These collections would enable readers in the smaller communities to have a more varied selection from which to choose, and at the same time assure sufficient use of each title to justify its purchase

That professional assistance be available from COIN, as needed, to assist smaller libraries. Such help would include both response to requests for advice emanating from the libraries, and also help offered by a COIN consultant as a result of needs noted. Final decisions as to action, however, would always be local ones.

That planned training programs for staffs include not only meetings but also, possibly, correspondence courses and/or programmed instruction materials, a number of which are now available,

That booklists prepared by any library be available throughout COIN, and that some lists of materials be prepared especially for the purpose of making known the varied resources of COIN.

That signs and materials on use of the library be made available through COIN to all libraries needing them.

C. Cooperative purchasing.

Most of the COIN libraries purchase their books from the same supplier. Each now selects individually, without reference to the holdings of the others. Wayne County, however, utilizes the selection, ordering, and processing services of the Cuyahoga County Public Library.

It seems probable that some increase in discount might become available, at least to smaller libraries, should they make an agreement to purchase most of COIN's books regularly through one dealer.

It is also possible that the supplier might be able to provide examination copies of important new books from which COIN librarians could select. If not, an alternative would be a "Greenaway Plan" through which COIN would receive examination copies from publishers at greatly reduced prices. In either case, new books, with published reviews and other evaluations, could be examined by each COIN librarian before purchase.

This procedure would not preclude the ordering, by any COIN library, of urgently needed books before examination. It would not, of course, remove the power of selection from any individual library. It would, however, make it possible for COIN librarians to note what others were purchasing, and to plan accordingly.

Recommendation

That COIN investigate the possibility of cooperative evaluation and purchasing, and make whatever choice is best adapted to its needs,

That Wayne County's different pattern of selection and ordering be continued, if that library so decides, but that this decision not preclude the cooperative evaluation and ordering of the other libraries,

That Wayne County contribute to the effort any useful information it may gain from its own source,

That the possibility of beginning a partial union catalog of significant COIN holdings, as a result of joint examination and ordering, be borne in mind and explored,

D. Planned retention and withdrawal policies

As a corollary to planned collection building, libraries can benefit by planned retention and withdrawals. This type of cooperation is especially apparent in the fields of reference materials and periodicals.

If, for example, certain libraries in the region are known to retain back years of annuals or biennials (such as Who's Who) individual libraries may be encouraged, with a clear conscience, to keep their own files only for a few years.

In the case of journals, while most libraries will wish to keep indexes, the knowledge that a nearby library (open to all users and also willing to lend back issues or send photocopies) will keep a back file of a certain periodical may enable another to discard all but a year or two's issues.

Recommendation:

That the longest files of annuals, etc. be identified and publicized, and that the owners agree to keep this file,

That others, as they wish, discard back issues,

That library use of back periodicals be studied over a period of time, to determine its frequency,

That, on the basis of such studies and existing holdings, the COIN libraries agree that certain files will be retained,

That a union list of COIN periodicals be prepared and distributed, with special identification of the "official" COIN files that will be retained,

That, at a later date, if funds and circumstances warrant, the possibility of micorfilm back files be considered, along with the use of a reader-printer.

D. Cooperation with other libraries in the region

Just as COIN is a resource for its own member libraries, enabling each to offer resources beyond its own, so outside resources should be available to the COIN libraries. Eventually, if the Ohio Library Development Plan is implemented, all libraries in the state will be linked--either through ALSO's or otherwise.

Some of the resources COIN needs may be available within its own eight counties, in college or special libraries. Some of the periodicals indexed in such tools as Social Sciences and Humanities Index, for example, are sure to be held by some of the academic libraries.

In order to get a practical and experienced viewpoint on the materials needed to fill the business and technical information needs of the COIN region, the surveyor asked the assistance of two staff-members of the Cleveland Public Library, one in the Business Information Department and one in the Science and Technology Department. Each was given a list of the manufactures of the COIN region (listed earlier in this report) and asked what types of materials would be used by firms manufacturing such products in the Cleveland area.

The lists prepared by these two librarians are appended to this chapter. They are not intended as buying lists for COIN. Some items listed are already held in COIN; some are far too expensive for COIN. Some, of course, are appropriate for purchase, some for consideration. But the list is deliberately made broader than a COIN buying list would be. It is designed to show information needs. COIN's responsibility will be to determine how those needs can best be met.

In many cases, when materials are expensive and when requests are not expected to be frequent, COIN may decide to provide the service not by owning the materials, but by making an agreement with another library to make them available--through loan, photocopy, or in person.

**Recommendations:**

That the COIN librarian visit academic and special libraries, to determine their resources and inquire into possibilities for their use by COIN patrons,

That the COIN librarian examine and become familiar with the titles on the appended lists, and--with the COIN member librarians, determine which will be purchased by COIN, which considered, which are too expensive,

That, if possible, sample pages of the "consider" group be photocopied, so that they could be shown to prospective users in business and industry, in order that some idea of potential usefulness may be reached,

That negotiations be tentatively begun with a large neighboring library with a good technical collection (Akron Public Library? Cleveland Public Library?) looking toward the use of that library's resources for those very specialized items which COIN would not be able to supply,

That, in the case of journals, full use be made of the State Library's agreement with the Ohio State University Library for low-cost photocopying,(assuming copyright restrictions are not laid down),

That, in the field of agricultural information, the COIN librarian become acquainted with the resources and services of the County Extension services and agents, with a view to referrals in both directions, and also with the Ohio Agricultural Research and Development Center, in Wooster.

E. Publicity, Acceptance, Enthusiasm

COIN does not merely hope to serve its existing patrons better, nor merely to answer better the inquiries it now receives. In addition, and more importantly, it hopes to reach new users, to serve new needs, to add important dimensions and depths to existing services.

To provide these services, and the resources to implement them is only a part of the task facing COIN.

Unless residents of the region know the new services and resources are available, their use will be limited and will grow very slowly. Unless every employee of every COIN library, every trustee, is aware of the improved services and helps to make them known, COIN's investment will be only half used.

Recommendations:

That COIN mount a strong and continuing public information program, to inform the entire region of its services,

That all available media be used--newspapers, radio, exhibits inside and outside libraries, brochures, etc. etc.

That a COIN symbol be adopted and utilized in various ways --on all publicity, on the COIN delivery truck, on COIN booklists, etc.,

That a COIN newsletter be begun, to bring to libraries and users alike information about services, new resources, meetings, etc.,

That every COIN library's card catalog contain, at intervals, cards reading "Book Not Here? This Library is a member of the Central Ohio Information Network and may be able to obtain it for you! Ask at Desk,"

That merchants be asked to provide space for COIN posters, windows for COIN exhibits, etc.,

That COIN have displays at the several county fairs, perhaps even with telephone connections to large nearby libraries, to answer inquiries on the spot,

That the possibility of a central exhibit of some sort at the Richland Mall be explored, perhaps a bookmobile or other vehicle, to advertise COIN and hand out its publicity. (Later, if COIN could afford it, Richland Mall might be the spot for an actual COIN outlet, since it is used by residents of most of the eight counties.)

## A LIST OF TECHNICAL REFERENCE BOOKS FREQUENTLY USED BY INDUSTRIES SUCH AS THOSE IN THE COIN REGION

Prepared by John Persanyi, Cleveland Public Library

(Note. This is not a buying list for COIN, but a list of sources of information of the type needed by industry)

Webster's Third New International Dictionary
World Almanac, latest
U.S.Department of Commerce. Statistical Abstract of the United States
U.S.Government Organization Manual, latest
Zimmerman, O.T., et.al., Scientific and Technical Abbreviations, Signs, and Symbols
Grazda, Edward, et.al. Handbook of Applied Mathematics
Karush, William. Crescent Dictionary of Mathematics
Sipple, Charles J. Computer Dictionary and Handbook
Minrath, William R. Handbook of Business Mathematics
Andrews, R.B. Cylindrical Tank Tables
Condon, E.U., and Odishaw, Hugh. Handbook of Physics
Besancon, Robert M. Encyclopedia of Physics
_____. International Dictionary of Physics and Electronics
American Institute of Physics. Handbook
Cockrell, William D. Industrial Electronics Handbook
Susskind, Charles. Encyclopedia of Electronics
Chemical Rubber Company. Handbook of Chemistry & Physics
Bennett, H. Concise Chemical and Technical Dictionary
The Way Things Work
Belange, Emil J. Modern Manufacturing Formulary
Brady, George S. Materials Handbook
Henley's Twentieth Centruy Formulas
Lennox-Kerr. Indes to Man-Made Fibres of the World
Sax, N. Irving. Dangerous Properties of Industrial Materials
Fire Protection Handbook
American Red Cross. First Aid
Chemical Rubber Company. Handbook of Analytical Toxicology
Simons, Eric N. A Dictionary of Alloys
Perry, Robert H. Engineers Manual
Considine, Douglas M. Process Instruments and Controls
Kent's Mechanical Engineers Handbook
Marks, Lionel S. Standard Handbook for Mechanical Engineers
Staniar, William. Plant Engineering Handbook
Fink, Donald G. et.al. Standard Handbook for Electrical Engineers
Society of Automotive Engineers. Handbook
Lindgreen, C.W. Automotive and Construction Equipment
Graf, Rudolf F. Modern Dictionary of Electronics
Stinson, Karl W. Diesel Engineering Handbook
Busby, Harry D. Refrigeration Reference Notebook

Modern Refrigeration & Air Conditioning
Truxel, John G. Control Engineers Handbook
King, R.C. Piping Handbook
Metal Cutting Tools Institute. Metal Cutting Tool Handbook
Colvin, Fred H. Machinists Dictionary
Horton, Holbrook L. Machinery's Handbook
American Society of Tool Engineers. Tool Engineers Handbook
_____. Die Design Handbook
Vollmer, Ernst. Encyclopedia of Hydraulics
Lund, Herbert F. Industrial Pollution Control Handbook
Illuminating Engineering Society. IES Lighting Handbook
Picken, Mary Brooks. Fashion Dictionary
Smith, G.L. Spots and Stains and How to Remove Them
Welding Design and Fabrication. Welding Data Book
Hanlon, Joseph F. Handbook of Package Engineering
Morrow, L.C. Maintenance Engineering Handbook
National Aeronautics and Space Administration. International Systems of Units
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Snell, Cornelia T. Dictionary of Commerical Chemicals
Mellan, Ibert. Industrial Solvents
Haynes, William. Chemical Trade Names
Perry, John H. Chemical Engineer's Handbook
Synthetic Organic Chemical Manufacturers Assn. Handbook
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American Gas Assn. Gas Engineers Handbook
Clay Product Institute. Clay Products Manual
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Ceramic Data Book
Searle, Alfred B. The Clay Workers Handbook
American Concrete Pipe Assn. Concrete Pipe Handbook
Ross, Robert B. Metallic Materials
Greenwood. Glossary of Metallographic Terms
Henderson, J.G. et.al. Metallurgical Dictionary
Merriman, A.D. Concise Encyclopedia of Metallurgy
American Society for Metals. Metals Handbook. 5v.
U.S.Steel Co. The Making, Shaping, & Treating of Steel
Hampel, Clifford. Rare Metals Handbook
American Welding Society. Welding Handbook
Cast Iron Pipe Research Assn. Handbook of Cast Iron Pipe
Allegheny Ludlum Steel Corp. Stainless Steel Handbook
Woldman, Norman E. Engineering Alloys
Metal Finishing. Metal Finishing Guidebook Directory
Graham, A. Kenneth. Electroplating Engineering Handbook
American Paper & Pulp Assn. Dictionary of Paper
Wingate, Isabel B. Fairchild's Dictionary of Textiles
Linton, George E. Modern Textile Dictionary
American Home Economics Assn. Textile Handbook
Dembeck, Adeline E. Guidebook to Man-Made Textile Fibers and Textured Yarns of the World
Ronningen, Helmer A. Weights and Measures

Corkhill, Thomas. Glossary of Wood
Merritt, Frederick S. Building Construction Handbook
Plummer, Harry C. Brick and Tile Engineering
Lindsay, Forrest R. Pipefitter's Handbook
American Society of Heating, Refrigerating and Air-Conditioning Engineers. Hnadbook of Fundamentals
Strock, Clifford. Handbook of Air-Conditioning, Heating, and Ventilating
American Society of Heating, Refrigerating and Air Conditioning Engineers. ASHRAE Guide and Data Book
U.S.Department of the Interior. A Dictionary of Mining, Mineral and Related Terms
Clews, F.H. Heavy Clay Technology
Greaves-Walker, A.F. Drying Ceramic Products
Hartung, Rolf. Creating with Corrugated Paper
Lindstone, John.Building with Coarboard
Fauser, G. Chemical Fertilizers
Slack, Archie V. Chemistry and Technology of Fertilizers
Morton, Maurice. Introduction to Rubber Technology
Bruce, Leroy F. et.al. Sheet Metal Shop Practice
Sachs, George, et.al. Principles and Methods of Sheet Metal Fabricating
Reid, Hugh B. Sheet Metal Layout Simplified. 3v.
Gabel, Richard. Development of Separation Principles in the Telephone Industry
Wechssler-Kummel, S. Chandeliers, Lamps, and Appliques
Cox, Warren E. Lighting and Lamp Design
Klotz, Hans. Organ Handbook
Norman, Herbert. Organ Today
Christensen, James L. Complete Funeral Manual
Jones, Fred R. Farm Gas Engines and Tractors
Shippen, John, et.al. Basic Farm Machinery
Smith, Harris P. Farm Machinery and Equipment
Goulden, Goutran. Bathrooms
Nielsen, Louis S. Standard Plumbing Engineering Design
Haines, John E. Automatic Control of Heating and Air Conditioning
Crichton, Whitcomb. Practical Course in Modern Locksmithing
Weissenborn, Gustavus. American Locomotive Engineering
Axler, Bruce. Cheese Handbook
Davis, J.G. Cheese. 3v.
Pivnick, Esther K. Fundamentals of Patternmaking for Women's Apparel
Tanous, Helen N. Designing Dress Pattenrs
Dubois, J.H. et. al. Plastic Mold Engineering
Groves, W.R. et.al. Plastics Moulding Plant
McGraw-Hill Co. Encyclopedia of Science and Technology
Van Oss, J.F. Chemical Tecynology, an Encyclopedia Treatment
Kirk-Othomer, Encyclopedia of Chemical Technology
International Chemical Directory
Mark, Herman F. Encyclopedia of Polymer Science and Technology

Davis, Calvin B. Handbook of Applied Hydraulics
Pippenger, John, et.al. Industrial Hydraulics
Stewart, Harry L. Hydraulic and Pneumatic Power for Production
Holzbock, Werner G. Hydraulic Power and Equipment
Nichols, Herbert L. Heavy Equipment Repair
Bulgakov, Aleksei. Electronic Automatic Control Devices
Gibson, J.E., et.al. Control Systems Components
Ruiter, J.H., et.al. Basic Industrial Electronic Controls
Sheilds, C. Boilers
Labahn, Otto. Cement Engineers Handbook
American National Standard Institute. ANSI Standards
National Electrical Manufacturers Association. NEMA Standards
American Society for Testing and Materials. ASTM Standards
American Society of Mechanical Engineers. ASME Boiler and Pressure Vessel Code
American Water Work Association. AWWA Standards
International Conference of Building Officials. Uniform Building Code Standards
State of Ohio. Department of Indsutrial Relations. Ohio Building Code

## TYPICAL QUESTIONS & SOURCES IN THE FIELD OF BUSINESS

Prepared by Larraine Purcell, Cleveland Public Library

Manufacturer of Moldanation rubber injection press to order replacement parts. Thomas Register.

Sales Tax in Indiana.
Commerce Clearing House Tax Guide

Producers of green turtle meat in the U.S. (for patron opening gourmet restaurant)
Thomas Grocery Register

Name and address of volunteer retired businessmen's group that helps other businessmen
Small Business Administration publications

World milk production
United Nations Food & Agricultural Organization Monthly Bulletin of Agriculture, Economics, & Statistics

Value of German mark on a specific day (to pay a bill dated then)
Wall Street Journal for the following day

Names and addresses of newspapers in Memphis, Tenn. (to place ads.)
Standard Rate & Data Service for Daily Newspapers (includes advertising rates)

Where to get onyx desk sets for sales promotion incentives
Jewelers Circular Keystone directory issue

Addresses of automobile wrecking companies in southern Ohio
Waste Trade Directory

Sources of tincture of capcicum and methylnicotinate
Oil, Paint, and Drug Reporter Directory

Productions, exports, and imports of furfural by major country (Difficult to find) Chemical Market Abstracts led to a few articles

Production of cobalt
Minerals Yearbook

Trucking companies operating between Columbus, Ohio and Sioux City, Iowa
American Motor Carrier Directory

Import tariffs on motorcycle tires (rubber)
Tariff Schedules of the United States Annotated

Market for office furniture in Canada
(First step was to obtain statistics of production, export and import)

Canada. Bureau of Statistics. Various publications

List of insurance investigators
Insurance Almanac

Motels in State College, Pa.
Hotel & Motel Red Book

Shipping restrictions of South Africa
Exporters Encyclopedia (Dun & Bradstreet, annual with supps.)

Leather goods manufacturers in South America
Anuario Comercial Iberoamericano

Manufacturers of street lighting equipment
Municipal Index

Comparison of electric rates in southern areas
U.S.Federal Power Commission. Typical Electric Bills for Cities of 50,000 and Over
Electrical World Directory of Electric Utilities

Address of Caffaro, SPA (Italian chemical company not in Kompass or Marconi)
Chemical Guide to Europe

Current price of mercury
Sources of Commodity Prices
American Metal Market (weekly)

Address of Airbourne smokeless boiler manufactured by National Stamping and Electrical Co. (company needed a new coil for 25-year old machine)
Thomas Registers back to 1951

Revenue ruling on depreciation of annuities
Commerce Clearing House Federal Tax Reporter, 1955

Business failures annually since World War I and monthly for recent years
Handbook of Basic Economic Statistics (mo.)

Minimum wage for 1972
Bureau of National Affairs Labor Relations Reporter
Wages and Hours volume

How to register a company name in Ohio
Townsend's Ohio Corporation Law

Construction costs of new factories. How fast are they rising? Why?
U.S.Bureau of Domestic Commerce. Construction Review (mo.)
Building Construction Cost Data (annual)
Boeckh Building Cost Index Numbers (bi-monthly)
Boeckh Building Cost Modifiers (bi-monthly)
Sweet's Architectural Catalogs (annual)

Average profit of florists
Barometer of Small Business (Accounting Corp of America)
Annual Statement Statistics (Robert Morris Associates, Philadelphia)

Employment situation and prospects, especially Ohio
U.S. Manpower Administration. New Trends in Employment and Unemployment (mo.)
U.S.Bureau of Labor Statistics. Work Stoppages (mo.)
U.S.Bureau of Labor Statistics. Monthly Labor Review
U.S.Bureau of Employment Services. Shortage and Surplus Occupations (quarterly)
Ohio Bureau of Employment Services. Employment, Hours, & Earnings in Ohio (mo.)

Paper converters in Illinois
Lockwood's Directory of the Paper and Allied Trades

Average salary of junior keypunch operators in Cleveland
Business Automation EDP Salaries Report

Are contributions to the American Civil Liberties Union tax deductible?
U.S.Internal Revenue Service. Cumulative List of Organizations (pub.78)

Who are the leading manufacturers of women's clothes?
25,000 leading U.S. Corporations (News Front)

What is the production of U.S. small cars (by model) and how does this compare with imports?
Ward's Automotive Reports (weekly)
Automotive News (weekly)

What does a mold laminator do?
U.S. Manpower Administration. Dictionary of Occupational Titles

How to prepare a proposal for a day care center
Proposal Preparation Manual

How many younger voters will be eligible for the '72 elections?
U.S.Department of Commerce. Current Population Reports Characteristics of New Voters, 1972

Who does jig boring contract work?
Hitchcock's Machine & Tool Master Catalog

Who makes drain pipe solvents?
Soap and Chemical Specialties Blue Book Reference and Buyers Guide (annual issue of monthly magazine)

Is it true that population growth is slowing? Who are having the most children? What will this mean in the future?

Business Periodicals Index
Population Reference Bureau releases
U.S.Department of Commerce. Current Population Reports
P-20, No.226 -- Fertility Variations by Ethnic Origin
P-23, No. 36 -- Fertility Indicators
P-25, No. 470 Projections of the Population of the U.S. by Age and Sex, 1970-2020.

What kinds of new business are opening in Ohio?
Ohio Business News Reports (every business day)

Who distributes bearings in the Fort Wayne area?
Directory of Industrial Distributors (McGraw Hill)

Where can I get a bird repellent that will be compatible with my nitrogen fertilizer?
Farm Chemicals Handbook (Meister Publishing, Willoughby, O.)

How many stores does Zayres have and what are their sales?
Fairchild's Financial Manual of Retail Stores

How many single men are there over 30? Women? Where?
U.S.Department of Commerce. Current Population Reports, P-20, No.225, Marital Status and Living Arrangements

What does Burnley Engineering Products, Ltd, do?
Kompass- United Kingdom

Address of American Switch Co.
Electrical Industry Reference (McGraw-Hill)

What cotton mills are in the Carolinas?
Davison's Textile Blue Book

What are the most recent developments on product liability?
Business Periodicals Index
Commerce Clearing House Products Liability Reporter

Imports of automobile tires, 1960-69
U.S.Bureau of the Census Foreign Trade FT-135

Which state is the largest user of LP gas?
LP Gas Industry Market Facts (annual)

If a business title is used in the closing and signature of a business letter, may it be abbreviated?
Hutchinson's Secretarial Handbook

General Telephone and Telegraph offices in Ohio
Telephony

Trade association management consultants in Cleveland
Wasserman's Consultants and Consulting Firms

Conventions where teaching machines might be exhibited
World Convention dates (mo.)
Exhibits Schedules (annual)

Proper choice and use of plant security guards
Security World (mo.)
Best's Safety Products Directory
Plant maintenance and industrial management books

Sample collection letters
Dartnell File of Credit and Collection Letters

Licenced air taxi services
World Aviation Directory
Civil Aeronautics Administration list

Companies with branches abroad
Angel's American Firms Operating in Foreign Countries

Importers of Oriental rugs
Carpet Annual

Cost of living, Cleveland vs. Detroit for last 3 years
U.S.Bureau of Labor Statistics Consumer Price Index (mo.)

When did North American Aviation and Rockwell Standard merge?
Commerce Clearing House Capital Changes Reporter

Income per capita in Brazil
United Nations Monthly Bulletin of Statistics

Value of U.S. wine industry
Standard & Poor's Industry Surveys

Housing vacancies in Cleveland
Real Property Inventory Family and Housing Characteristics
U.S.Bureau of the Census, Census of Housing

Code of ethics for television broadcasting
Broadcasting Yearbook

FHA and VHA negotiating interest rates
Federal Reserve Bulletin

Computer time-sharing services
Computer and Automation Directory

Percent of sales spent on advertising in the drug industry
Advertising Age (December issue)

State shipping regulations for corpses, Alabama
American Funeral Director's Bluebook

What is the equivalent of the Atomic Energy Commission in Canada?
Canadian Almanac

Per capita income in Sandusky Co.
Sales Management Survey of Buying Power
Census of Population (when Current)

As the economy turns down, how do advertising budgets hold up?
Fortune 500 issue
Advertising Age annual study of the largest advertisers
Industrial Marketing - Annual Census of Industrial Ad Budgets

How many discount stores have snack bars? How many are leased?
Discount Merchandiser, Annual State of the Industry Issue

What part of drug store sales were women's cosmets and other such non-hygienic items?
Drug Topics - Annual Survey of what customers spend for all products sold in drug stores

Is the air lines' major problem in the transport of passengers, freight, or both?
Airline Management and Marketing - Air Transport progress issue
Aviation Week - Forecast and Inventory issue

What to look for in buying a business
Bank of America Small Business Reporter
Bunn, Verne. N. Buying and Selling a Small Business (Small Business Administration)
Changing Times and other magazine articles

I have an order from Laporte and have no idea which state.
Bullinger's Postal and Shipping Guide to the U.S. and Canada